



CITY COUNCIL MEETING

April 15, 2025 at 6:30 PM

City Hall Council Chambers – 450 Virginia Avenue, Long Lake, MN 55356

AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Mayor's Comments – Long Lake News, Meeting Review and Updates

4. Approve Agenda

5. Consent Agenda

[A.](#) Approve Minutes of April 1, 2025 City Council Meeting

[B.](#) Approve Vendor Claims and Payroll

[C.](#) Receive 1st Quarter 2025 Revenues and Expenditures

[D.](#) Adopt Resolution No. 2025-09 Approving Issuance of a Special Event Permit for the Temporary Outdoor Patio at Carbone's Pizzeria Long Lake Effective May 1 Through September 30, 2025

6. Open Correspondence

NOTE: Open Correspondence is an item on the agenda during which the public may address the City Council. **No formal action is taken by the City Council** and comments shall be limited to five minutes or less. *Open Correspondence comments may also be emailed to City staff by 12:00 noon on the date of the meeting.*

7. Regular Business

[A.](#) Discuss and Approve First Amendment to Agreement and Contract for Fire Protection

[B.](#) Review City Council Code of Conduct Policy

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Tuesday, May 6 (5:00 or 5:30 pm) / City Council Work Session

Tuesday, May 6 (6:30 pm) / City Council Meeting

Tuesday, May 13 (6:30 pm) / Planning Commission Meeting

Tuesday, May 20 (6:30 pm) / City Council Meeting



**MINUTES
CITY COUNCIL MEETING
April 1, 2025**

CALL TO ORDER

The meeting was called to order at 6:30 pm.

Present: Mayor: Charlie Miner; Council: Jahn Dyvik, Deirdre Kvale, and Todd Newcomer

Staff Present: City Administrator: Scott Weske; Public Works Director: Sean Diercks; and City Clerk: Jeanette Moeller

Absent: Council: Mike Feldmann (with prior notice)

PLEDGE OF ALLEGIANCE

MAYOR'S COMMENTS – LONG LAKE NEWS, MEETING REVIEW, AND UPDATES

Mayor Miner noted that it had been quiet for the last few weeks, and he hoped all who had taken trips during spring break had enjoyed a good time and returned safely.

He reported that earlier in the morning, he and Orono Mayor Tunheim had attended a coffee meeting with Senator Ann Johnson Stewart at which they'd discussed information about their respective cities, highway safety and items of that nature, and also Long Lake's bonding request.

APPROVE AGENDA

A motion was made by Kvale, seconded by Dyvik, to approve the agenda as presented. Ayes: all.

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of March 18, 2025, City Council Work Session Meeting
- B. Approve Minutes of March 18, 2025, City Council Meeting
- C. Approve Vendor Claims and Payroll
- D. Adopt Resolution No. 2025-08 Approving Issuance of a Special Event Permit for the Temporary Outdoor Patio at the Red Rooster Bar and Restaurant Effect May 1 through October 1, 2025

A motion was made by Kvale, seconded by Dyvik, to approve the Consent Agenda as presented. Ayes: all.

OPEN CORRESPONDENCE

No one was in attendance to address the City Council during Open Correspondence.

BUSINESS ITEMS

Approve 2025 Sanitary Sewer Cleaning and Televising Project for Sewer District 1

Public Works Director Diercks reviewed the proposed 2025 sanitary sewer cleaning and televising project for Sewer District 1, and highlighted the project area by displaying GIS mapping.

Councilmember Kvale asked if the district was designed to be sort of zig-zaggy for a reason.

Diercks replied that the lines were designed that way due to the topography and for gravity movement. He highlighted out some possible areas of concern that the City had, for example, the lines traveling under the railroad tracks.

Councilmember Dyvik asked what would need to be done if it was discovered that the pipe under the railroad tracks had failed.

Diercks indicated that a new line would have to be run beside it, and Public Works is hoping there is a casing there.

Councilmember Newcomer wondered whether there would be some responsibility taken by the railroad if any of that pipe needed to be replaced.

Diercks responded that the railroad would not have any responsibility in that scenario because it was the City's pipe. He added that the City's makes an annual payment to the railroad in order to have the pipe on railroad property.

City Administrator Weske clarified that they make a payment for every time the pipe crosses railroad property.

Mayor Miner noted that he did not think he had seen the type of map that Public Works Director Diercks was using in his presentation displayed before.

Diercks explained that he was taking the opportunity to share the City's new GIS software prepared in conjunction with WSB. All the City's infrastructure has been substantially entered, but there are still a few missing things in progress. He pointed out that the GIS software was intended to function as a living document and changes would continue to be made to it. He gave examples of how the software could be used by the City now and in the future.

City Clerk Moeller added that she had been utilizing the GIS software a lot for planning and zoning purposes and inquiries because you can use a ruler tool and get an idea of distances between structures and lot lines. She reflected that she would like the ability to add parcel-specific notes and felt that would be a useful function for both herself and Public Works Director Diercks.

Diercks added that he had met with WSB last week to discuss the possibility of having the ability to add notes within the program, which they were working on.

Councilmember Newcomer asked if the Fire Department would have access to the GIS data.

Diercks responded that they had been given information for hydrant locations, but wasn't sure what they did with it.

Weske explained that the Fire Department utilized different software for mapping.

Councilmember Newcomer noted that he was thinking of the possibility that they may be able to click on a building and get information about things like the responsible party, water shut-off locations, and alarm panel codes.

Weske noted that the Fire Department had not had access to this program for very long, so he wasn't sure what data was actually available.

Councilmember Dyvik referenced an area on the mapping that displayed a pipe running out into the lake and asked if the stormwater was coming from the other side of the tracks.

Diercks widened the map area to show that the stormwater was coming out of a holding pond. He also added that blue dots in the residential areas on the GIS mapping represent curb stop locations and are generic right now, but the plan is to specifically GPS every curb stop and every lot in town in order to have accurate coordinates for each curb stop.

Councilmember Dyvik asked what a curb stop was.

Diercks clarified that a curb stop was a service shut off that runs from the water service line inside the home.

Councilmember Kvale commented that she thought there were questions about some I & I or water loss in District 1.

Diercks confirmed that identifying those issues was what they were working on with this agenda item.

Councilmember Dyvik asked if Public Works Director Diercks had seen any surprise information when he obtained access to the GIS data.

Diercks responded that there had not really been any surprises; however, he did experience some when meeting with the Department of Health on the City's wellhead protection 10-year extension. He highlighted an area where the County apparently had a well that was previously used to augment the lake, which was sealed in 1991.

Councilmember Dyvik noted that he had seen pictures that showed an aquifer in that area.

Diercks acknowledged that could be part of the prior system and noted that the Department of Health had told him that at one time, there were 13 of them on Lake Minnetonka. They also shared with him that they were having an issue finding history on the initial Well #1 that was drilled in 1940.

Mayor Miner asked if the Orono residents who were served by Long Lake services were also depicted within the GIS mapping.

Diercks believed that they were included on the mapping. He returned the discussion to the request for the cleaning and televising project for Sanitary Sewer District 1 and mentioned that they would like to do the televising of the Lindawood Lane area sometime within the next 10 days, well in advance of the

road improvement project. He expected the rest of the televising work for District 1 would probably be completed in June.

Councilmember Kvale asked about the amount of loss from District 1.

Diercks replied that he did not know the amount because a lot of it was gravity based, and he could not capture that number. Once televising is completed, the video would be reviewed to prepare a rehabilitation plan for the entire district which would be brought back to the Council for approval.

Council members briefly touched on having the GIS data available for the public to access.

Councilmember Newcomer recalled that there was some discussion about metering flows and asked if that had come to fruition.

Diercks indicated that if the City did meter District 1, it would have to be done in the last manhole before it went into the Metropolitan Council lift station.

Moeller commented that many cities use this GIS mapping as an internal tool, and it was not necessarily common to have it available as a public portal.

Diercks noted that he thought they may be able to develop something so it would be 'read only' for possible public use.

Moeller suggested that staff add as much property information as possible for confidence that the GIS data would be up to date prior to making a public portal available.

Diercks reported that two bids were received for the 2025 sanitary sewer project that were within about \$1,200 of each other. The low bidder has had a hard time responding to staff calls with questions, which was why he was recommending going with the other bidder. He added that the City had used both companies before.

Councilmember Kvale asked if the City had already budgeted for this expense.

Diercks confirmed that the City had budgeted \$25,000 for jetting and televising, so there would be about a \$7,000 deficit for that line item, but he felt that Public Works would be able to make that up through their overall budget.

A motion was made by Kvale, seconded by Newcomer, to award the 2025 Sanitary Sewer Cleaning and Televising Project for Sanitary Sewer District 1 to Pipe Services Corporation of Shakopee, MN at an anticipated cost of \$31,979.48. Ayes: all.

Diercks also advised Council that the water tower is scheduled to be washed in May. Additionally, upgrades for Well #2 are 99% complete, but a new flow meter is still pending.

Moeller asked if the Council wanted to take a look at any other information in the GIS map while she still had it open. She gave examples of how the search and ruler functions worked within the GIS software.

Updates Regarding Fire Services Discussions

Mayor Miner indicated that the City was continuing to have really good discussions with representatives from Orono. He felt they were making good progress and shared that he believed both cities were hopeful that an action item would be able to be addressed at their next Council meetings in mid-April.

Councilmember Dyvik reflected that it had been a long road, but he agreed that the two sides were close and there remain just a few details to work out amongst the negotiating committee before they brought an action item back to their full Council.

OTHER BUSINESS

Bonding Bill Request - Mayor Miner reported that he had been contacted by Representative Myers last week regarding presenting the City's bonding bill request to the state legislature. He indicated that there would be a committee hearing meeting on Thursday, which he and Administrator Weske planned to attend along with a consultant from WSB in order to be available to provide some brief testimony. He noted that Senator Ann Johnson Stewart had also signed something in support of their request. Councilmember Newcomer asked if he could tag along to the committee hearing to learn more about the process. Mayor Miner confirmed that should not be an issue as long as there wasn't a quorum, and he didn't think anyone else planned to attend.

Bill Preempting Local Zoning Authority - Councilmember Kvale noted that Orono had adopted a resolution consistent with the League of Minnesota Cities' position on proposed legislation related to taking away local zoning controls and asked whether the City was considering doing anything similar. Mayor Miner indicated that he had been pretty active in communicating on this issue without a resolution from the City and spoken with Representative Myers and Senator Johnson Stewart. They both are aware that every city they represent is opposed to that legislation. The feedback he had received from Senator Johnson Stewart was that, at this point, it did not look like that legislation was going to be successful. Moeller recalled that in the past, there had been a resolution passed by the Council in response to similar pending legislation and mentioned that if the Council would like her to put that back on an upcoming agenda, she could bring back an updated resolution reflective of the current bills. Council and staff discussed the many areas of concern that they felt would be damaging if the proposed legislation was passed.

LMCC Liaison Report - Councilmember Kvale reported that the Executive Committee for the LMCC recently met and had approved a franchise agreement with Midco. She shared that Long Lake was on the first list for a buildout for fiber services.

Food Trucks at 1905 Wayzata Boulevard W Property - Moeller informed Council that she had begun doing a bit of advertising for the 1905 Wayzata Boulevard W property as a potential site for food truck reservations and noted that within two days of doing so, she had a 21-day reservation booked. The individual who booked it also expressed an interest in working with the City on small improvements that could be made to make the property more enticing from an operational standpoint for food trucks, for example, putting in an electric service. She stated that the booking would begin sometime in June. Councilmember Dyvik commented that he thought it would be a good idea for the City to consider putting in electric service to the site. Weske noted that it may be possible to use some EDA funds to pay for putting in some electrical service.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:27 pm.

Respectfully submitted,

Scott Weske
City Administrator



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / April 15, 2025

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance Director

Report Date: 4/10/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$84,973.84 and electronic vendor payments in the amount of \$1,837.40 for a total amount of **\$86,811.24**; March Fire Department monthly payroll in the amount of **\$17,962.68**; April City Council monthly payroll in the amount of **\$1,300.00**; and gross City Employee payroll paid April 3 in the amount of **\$28,643.86**.

Overview / Background

No noteworthy commentary to report regarding vendor claims to be approved.

Supporting Information

- Listing of Claims Paid
- Electronic Vendor Payments
- Fire Department Payroll
- City Council Payroll
- Biweekly Payroll



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*Check Summary Register©

Checks 71138-71174

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
71138	1960 FOX RIDGE RD LLC	4/4/2025	\$66.92	Refund Utility Overpayment, Act 01-000000382
71139	Advanced Imaging Solutions	4/4/2025	\$318.55	Copier Contract Maint - April 2025
71140	CENTERPOINT ENERGY	4/4/2025	\$3,293.58	Gas Charges - 25 Apple Glen Rd (02/18/24-03/
71141	CITY OF EDEN PRAIRIE	4/4/2025	\$2,000.00	2025 WAFTA Dues
71142	CITY OF LONG LAKE	4/4/2025	\$625.53	March 2025 Utility Bill - 2145 Daniels
71143	CITY OF ORONO	4/4/2025	\$63.65	FD1 Storm Wtr Bill - 340 Willow (01/01/25-03/3
71144	CITY OF ORONO	4/4/2025	\$193.71	FD2 Water/Sewer Bill - 3770 Shoreline Dr (2/2
71145	CITY OF ORONO	4/4/2025	\$2,525.18	FD Utility 11 Mechanical Labor for resale
71146	ECM PUBLISHERS, INC.	4/4/2025	\$179.38	Notice Pub-2024 Financial Summary
71147	ESS BROTHERS & SONS INC.	4/4/2025	\$1,603.00	PW-Replacement Man Hole Lids (x6)
71148	FIRE SAFETY USA, INC.	4/4/2025	\$670.62	FD Equip-Swivel adapter, fiberglass handle, Et
71149	GOPHER STATE ONE CALL	4/4/2025	\$29.70	March 2025 Locates
71150	LARKIN HOFFMAN	4/4/2025	\$980.00	FD CONTRACT DISPUTE W/ORONO - Feb 2
71151	LONG LAKE FIRE DEPARTMENT	4/4/2025	\$16,658.71	2nd Qtr 2025 Fire Contract
71152	MACQUEEN	4/4/2025	\$1,208.75	FD Dump Tank
71153	Metro West Inspection Svcs Inc	4/4/2025	\$2,510.93	March 2025 Permits
71154	METROPOLITAN COUNCIL	4/4/2025	\$29,268.77	Waste Water Services - May 2025
71155	METROPOLITAN COUNCIL	4/4/2025	\$2,460.15	March 2025 SAC Payment - LL Vet Clinic
71156	MN DEPT OF LABOR & INDUSTR	4/4/2025	\$782.40	1st Qtr 2025 Building Permit Surcharge Report
71157	ODP Business Solutions, LLC	4/4/2025	\$2.55	CH Office Supplies - Pens
71158	Premium Waters, Inc.	4/4/2025	\$26.19	Bottled Water - April 2025
71159	SAFEASSURE CONSULTANTS, I	4/4/2025	\$2,168.15	Safety Training (5/1/25-4/30/26)
71160	SAFETY VEHICLE SOLUTIONS	4/4/2025	\$4,124.00	FD New Rescue 11-Install Tracer Lights, Seco
71161	TIMESAVER OFF SITE	4/4/2025	\$172.00	3/18 City Council Meeting Minutes
71162	TRIMBLE	4/4/2025	\$245.50	FD Dashcam Basic Bundle (Pmt 19 of 36)
71163	WRIGHT-HENNEPIN SECURITY	4/4/2025	\$251.60	April 2025 Security-450 Virginia Ave
71164	FIRSTNET (AT&T)	4/10/2025	\$496.99	FD WIRELESS SERVICES (2/26/25-3/25/25)
71165	HENNEPIN COUNTY TREASURE	4/10/2025	\$35.00	Special Assessment Annual Bill - Levy 19513
71166	HENNEPIN CTY INFO. TECH. DE	4/10/2025	\$1,930.22	FD Radio Lease Fees-March 2025
71167	MACQUEEN	4/10/2025	\$241.54	FD Gloves
71168	MEDIACOM	4/10/2025	\$1,135.23	FD2 Phone/ Internet Services - (4/8/25-5/7/25)
71169	MN VALLEY TESTING LAB	4/10/2025	\$54.96	Monthly Chlorine Report
71170	NAVARRE MINNOCO	4/10/2025	\$100.03	FD FUEL - Feb/March 2025
71171	NAVARRE TRUE VALUE	4/10/2025	\$10.69	FD Nylon Rope
71172	WASTE MANAGEMENT	4/10/2025	\$6,177.57	Residential Recycling Services-April 2025
71173	Xcel Energy	4/10/2025	\$311.58	Steet Lights - 2129 W Wayzata Blvd
71174	Xcel Energy	4/10/2025	\$2,050.51	Street Lights - Act #5156925594 (03/03/25-04/
Total Checks			\$84,973.84	



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***Check Detail Register©**

Checks 71138-71174

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
71138	04/04/25	1960 FOX RIDGE RD LLC			
E 601-49400-4320		Utility Overpmts/Uncollect	\$66.92	382-02-4	Refund Utility Overpayment, Act 01-000000382-02-4
		Total	\$66.92		
71139	04/04/25	Advanced Imaging Solutions			
E 101-41500-4135		Copier Maintenance	\$70.00	INV352926	Copier Contract Maint - April 2025
E 101-41500-4135		Copier Maintenance	\$248.55	INV352926	Copier Contract Maint - 1ST QTR OVERAGES
		Total	\$318.55		
71140	04/04/25	CENTERPOINT ENERGY			
E 602-49450-3830		Natural Gas Expense	\$21.84	10667960-8-3	Gas Charges - 25 Apple Glen Rd (02/18/24-03/19/25)
E 101-41940-3830		Natural Gas Expense	\$317.74	80000790651	Gas Charges - (02/19/25-03/19/25) 450 Virginia
E 205-42282-3830		Natural Gas Expense	\$1,039.82	80000790651	Gas Charges - (02/19/25-03/19/25) 340 N Willow
E 205-42286-3830		Natural Gas Expense	\$397.25	80000790651	Gas Charges - (02/19/25-03/19/25) 3770 Shoreline
E 101-41942-3830		Natural Gas Expense	\$1,245.27	80000790651	Gas Charges - (02/19/25-03/19/25) 2145 Daniels
E 602-49450-3830		Natural Gas Expense	\$23.23	80000790651	Gas Charges - (02/19/25-03/19/25) 2200 Watertown Rd
E 602-49450-3830		Natural Gas Expense	\$25.54	80000790651	Gas Charges - (02/19/25-03/19/25) 250 Lindawood Ln
E 101-45200-3830		Natural Gas Expense	\$222.89	80000790651	Gas Charges - (02/19/25-03/19/25) 309 Harrington
		Total	\$3,293.58		
71141	04/04/25	CITY OF EDEN PRAIRIE			
E 205-42280-3110		W.A.F.T.A	\$2,000.00	AR-00000050	2025 WAFTA Dues
		Total	\$2,000.00		
71142	04/04/25	CITY OF LONG LAKE			
E 101-41940-3820		City Utilities (Wat,Sew,Sto	\$66.37	033025	March 2025 Utility Bill - 450 Virginia
E 101-41942-3820		City Utilities (Wat,Sew,Sto	\$158.21	033025	March 2025 Utility Bill - 2145 Daniels
E 601-49400-3820		City Utilities (Wat,Sew,Sto	\$36.53	033025	March 2025 Utility Bill - 1964 Orchard
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$188.25	033025	March 2025 Utility Bill - 340 Willow
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$118.00	033025	March 2025 Utility Bill - 340 Willow Truck Fill
E 101-45200-3820		City Utilities (Wat,Sew,Sto	\$58.17	033025	March 2025 Utility Bill - 350 Harrington
		Total	\$625.53		
71143	04/04/25	CITY OF ORONO			
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$63.65	4-803400-00-	FD1 Storm Wtr Bill - 340 Willow (01/01/25-03/31/25)
		Total	\$63.65		
71144	04/04/25	CITY OF ORONO			
E 205-42286-3820		City Utilities (Wat,Sew,Sto	\$193.71	1-737700-00-	FD2 Water/Sewer Bill - 3770 Shoreline Dr (2/26/25-03/25/25)
		Total	\$193.71		
71145	04/04/25	CITY OF ORONO			
E 205-42281-4030		Light Truck Maint & Repair	\$2,525.18	20142547	FD Utility 11 Mechanical Labor for resale
		Total	\$2,525.18		



LONG LAKE, MN

***Check Detail Register©**

Checks 71138-71174

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
71146	04/04/25	ECM PUBLISHERS, INC.			
E 101-41500-3510		Legal Notices Publishing	\$179.38	1041849	Notice Pub-2024 Financial Summary
		Total	\$179.38		
71147	04/04/25	ESS BROTHERS & SONS INC.			
E 602-49450-2210		Equipment Parts	\$229.00	FF1323	PW-Replacement Man Hole Lids (x1)
E 602-49450-2210		Equipment Parts	\$1,374.00	FF1337	PW-Replacement Man Hole Lids (x6)
		Total	\$1,603.00		
71148	04/04/25	FIRE SAFETY USA, INC.			
E 205-42281-2400		Small Tools and Minor Eq	\$670.62	199754	FD Equip-Swivel adapter, fiberglass handle, Etc
		Total	\$670.62		
71149	04/04/25	GOPHER STATE ONE CALL			
E 601-49400-3855		Gopher One Locates Expe	\$29.70	5030558	March 2025 Locates
		Total	\$29.70		
71150	04/04/25	LARKIN HOFFMAN			
E 101-42110-3120		Legal Fees - Civil	\$980.00	854500	FD CONTRACT DISPUTE W/ORONO - Feb 2025
		Total	\$980.00		
71151	04/04/25	LONG LAKE FIRE DEPARTMENT			
E 101-42110-3135		Fire Department Services	\$25,988.50	20250007	2nd Qtr 2025 Fire Contract
E 101-42110-3135		Fire Department Services	(\$9,329.79)	20250007	Refund 2024 Budget Surplus
		Total	\$16,658.71		
71152	04/04/25	MACQUEEN			
E 205-42281-2400		Small Tools and Minor Eq	\$1,208.75	P46219	FD Dump Tank
		Total	\$1,208.75		
71153	04/04/25	Metro West Inspection Svcs Inc			
E 101-42400-3035		Bldg Inspection - Subcontr	\$2,510.93	4523	March 2025 Permits
		Total	\$2,510.93		
71154	04/04/25	METROPOLITAN COUNCIL			
E 602-49450-3100		MCES Sewer Treatment	\$29,268.77	1185264	Waste Water Services - May 2025
		Total	\$29,268.77		
71155	04/04/25	METROPOLITAN COUNCIL			
E 602-49450-4410		MCES SAC Charge Expen	\$2,460.15	040125	March 2025 SAC Payment - LL Vet Clinic
		Total	\$2,460.15		
71156	04/04/25	MN DEPT OF LABOR & INDUSTRY			
E 101-42400-4055		MN Bldg Permit Surcharg	\$782.40	0531052025	1st Qtr 2025 Building Permit Surcharge Report - MARCH053152025
		Total	\$782.40		
71157	04/04/25	ODP Business Solutions, LLC			
E 101-41500-2010		Office Supplies	\$2.55	41032933800	CH Office Supplies - Pens
		Total	\$2.55		
71158	04/04/25	Premium Waters, Inc.			



LONG LAKE, MN

Section 5B.

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*Check Detail Register©

Checks 71138-71174

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41500-4145		Bottled Water Service	\$26.19	614689-03-25	Bottled Water - April 2025
		Total	\$26.19		
71159	04/04/25	SAFEASSURE CONSULTANTS, INC			
E 101-43050-2080		Training/Instruct Materials	\$2,168.15	3803	Safety Training (5/1/25-4/30/26)
		Total	\$2,168.15		
71160	04/04/25	SAFETY VEHICLE SOLUTIONS			
E 462-42283-5050		Major Equipment Fund	\$4,124.00	24059	FD New Rescue 11-Install Tracer Lights, Second Siren Speaker, Etc
		Total	\$4,124.00		
71161	04/04/25	TIMESAVER OFF SITE			
E 101-41500-3000		Professional Srvs	\$172.00	30191	3/18 City Council Meeting Minutes
		Total	\$172.00		
71162	04/04/25	TRIMBLE			
E 205-42281-3225		Truck Communication Ser	\$39.00	30089257664	FD Dashcam Video On-Demand
E 205-42281-3225		Truck Communication Ser	\$206.50	30089257943	FD Dashcam Basic Bundle (Pmt 19 of 36)
		Total	\$245.50		
71163	04/04/25	WRIGHT-HENNEPIN SECURITY			
E 101-41940-3000		Professional Srvs	\$62.90	15016899239	April 2025 Security-450 Virginia Ave
E 101-41942-3000		Professional Srvs	\$62.90	15016899239	April 2025 Security-2145 Daniels St
E 205-42286-3000		Professional Srvs	\$62.90	15016899239	April 2025 Security-3770 Shoreline
E 205-42282-3000		Professional Srvs	\$62.90	15016899239	April 2025 Security-340 Willow Dr
		Total	\$251.60		
71164	04/10/25	FIRSTNET (AT&T)			
E 205-42281-3225		Truck Communication Ser	\$458.76	032525	FD WIRELESS SERVICES (2/26/25-3/25/25)
E 601-49400-2270		Utility Maint Supplies	\$38.23	032525	PW WIRELESS SERVICES (2/26/25-3/25/25)
		Total	\$496.99		
71165	04/10/25	HENNEPIN COUNTY TREASURER			
E 393-48111-6200		Fiscal Agent Fees	\$32.50	72-2025	Special Assessment Annual Bill - Levy 19513
E 601-49400-6200		Fiscal Agent Fees	\$2.50	72-2025	Special Assessment Annual Bill - Levy 25160
		Total	\$35.00		
71166	04/10/25	HENNEPIN CTY INFO. TECH. DEPT			
E 101-41942-3235		Cty 800mhz Radio Admin	\$87.39	1000244213	PW Radio Fees-March 2025
E 205-42281-3285		Radio Lease	\$458.72	1000244262	FD Radio Lease Fees-March 2025
E 205-42281-3235		Cty 800mhz Radio Admin	\$1,384.11	1000244262	FD Radio Fees-March 2025
		Total	\$1,930.22		
71167	04/10/25	MACQUEEN			
E 205-42281-2415		Turn Out Gear	\$241.54	P46652	FD Gloves
		Total	\$241.54		
71168	04/10/25	MEDIACOM			
E 205-42286-3275		Internet Access (Mediacom)	\$689.75	10091560-03	FD2 Phone/ Internet Services - (4/8/25-5/7/25)
E 205-42282-3275		Internet Access (Mediacom)	\$445.48	90000051-32	FD1 Phone/ Internet Services - (4/8/25-5/7/25)



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*Check Detail Register©

Checks 71138-71174

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,135.23		
71169	04/10/25	MN VALLEY TESTING LAB			
E 601-49400-3825		Water Testing Expense	\$54.96	1300021	Monthly Chlorine Report
Total			\$54.96		
71170	04/10/25	NAVARRE MINNOCO			
E 205-42281-2120		Motor Fuels	\$100.03	040125	FD FUEL - Feb/March 2025
Total			\$100.03		
71171	04/10/25	NAVARRE TRUE VALUE			
E 205-42281-2400		Small Tools and Minor Eq	\$1.20	349532	FD Nylon Rope
E 205-42281-2400		Small Tools and Minor Eq	\$9.49	349533	FD Starter Cord
Total			\$10.69		
71172	04/10/25	WASTE MANAGEMENT			
E 604-43200-3890		Res Curb Recycling	\$3,698.83	8070601-159	Residential Recycling Services-April 2025
E 604-43200-3895		Res Organic Recycling	\$2,478.74	8070601-159	Organics Recycling Services-April 2025
Total			\$6,177.57		
71173	04/10/25	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$36.99	920283152	Steet Lights - 1070 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$69.44	920294012	Steet Lights - 2129 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$205.15	920294012	Steet Lights - 1758 W Wayzata Blvd
Total			\$311.58		
71174	04/10/25	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$2,050.51	921578245	Street Lights - Act #5156925594 (03/03/25-04/02/25)
Total			\$2,050.51		
10100			\$84,973.84		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$28,442.79
205 FIRE DEPARTMENT	\$12,565.61
393 Debt Svc-2016A-Watertown/19513	\$32.50
462 FIRE CAPITAL FUND	\$4,124.00
601 WATER FUND	\$228.84
602 SANITARY SEWER FUND	\$33,402.53
604 RECYCLING FUND	\$6,177.57
	\$84,973.84



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Checks 3182-3185

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
3182e	MN DEPT OF REVENUE	4/2/2025	\$661.00	March 2025 Sales Tax
3183e	POSTALIA	4/3/2025	\$500.00	Postage-April 2025
3184e	PSN UTILITY ONLINE BILLING	4/3/2025	\$310.65	BILL PAY FEE - March 2025
3185e	NAPA Auto Parts	4/3/2025	\$365.75	March Napa
		Total Checks	\$1,837.40	



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Checks 3182-3185

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
3182 e	04/02/25	MN DEPT OF REVENUE			
G 601-20801		Sales Tax Payable	\$661.00	033125	March 2025 Sales Tax
		Total	\$661.00		
3183 e	04/03/25	POSTALIA			
E 101-41500-3220		Postage	\$140.00		Postage-April 2025
E 601-49400-3220		Postage	\$180.00		Postage-April 2025
E 602-49450-3220		Postage	\$180.00		Postage-April 2025
		Total	\$500.00		
3184 e	04/03/25	PSN UTILITY ONLINE BILLING			
E 601-49400-3090		Software Support	\$155.32	308959	BILL PAY FEE - March 2025
E 602-49450-3090		Software Support	\$155.33	308959	BILL PAY FEE - March 2025
		Total	\$310.65		
3185 e	04/03/25	NAPA Auto Parts			
E 205-42281-2150		Shop Supplies	\$31.33	216959	FD-Car Wash Soap
E 205-42281-4030		Light Truck Maint & Repair	\$58.13	619730	FD-Motor Tune Up, Oil, Diesel Fluid
E 101-43000-2200		Repair & Maint/Supply	\$141.36	620023	PW-Oil Change Supplies F550
E 205-42281-2120		Motor Fuels	\$105.80	620657	FD-Oil Mix (x11) for grass fires
E 205-42281-2150		Shop Supplies	\$29.13	620672	FD-Electrical Tape and WD40
		Total	\$365.75		
		10100	\$1,837.40		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$281.36
205 FIRE DEPARTMENT	\$224.39
601 WATER FUND	\$996.32
602 SANITARY SEWER FUND	\$335.33
	\$1,837.40



LONG LAKE, MN

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Payroll Summary

Pay Group: 02 Fire Department

Check Date: 4/10/2025 per. 4

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medi-care	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000153 ADAMS, CHRISTOPHER D.	290.16	290.16	290.16		15.52		17.99	4.21						252.44
000000216 BERBIG, ZACHARY P.	742.62	742.62	742.62		39.73		46.04	10.77						646.08
000000291 BROWN, JOHN	316.80	316.80	316.80		16.95		19.64	4.59						275.62
000000154 COTTON, PATRICK J.	740.44	740.44	740.44				45.91	10.74						683.79
000000259 DAVIS, THOMAS	641.12	641.12	641.12	10.78	34.30		39.75	9.30						546.99
000000093 FARLEY, COLE	1,121.84	1,121.84	1,121.84	58.85	60.02		69.55	16.27						917.15
000000274 FAUE, JESSE	338.52	338.52	338.52		18.11		20.99	4.91						294.51
000000233 FRANK, BRYAN	515.84	515.84	515.84		27.60		31.98	7.48						448.78
000000049 GOMAN, DAVID	96.72	96.72	96.72				6.00	1.40						89.32
000000177 GONSIOR, RYAN J.	715.56	715.56	715.56	18.22	38.28		44.36	10.38						604.32
000000229 GRADY, JOSHUA	451.36	451.36	451.36				27.98	6.54						416.84
000000293 GREGG, AIDAN	567.48	567.48	567.48		30.36		35.18	8.23						493.71
000000226 HOSTER, RYAN	304.71	304.71	304.71		16.30		18.89	4.42						265.10
000000180 KANIVE, RYAN J.	241.80	241.80	241.80				14.99	3.51						223.30
000000112 KRAHL, JEFFREY C.	504.92	504.92	504.92		3.83		31.30	7.32						462.47
000000248 KULSETH, MATT	483.60	483.60	483.60		25.87		29.98	7.01						420.74
000000253 LOOSBROCK, RICHARD	564.20	564.20	564.20		30.18		34.98	8.18						490.86
000000298 LOPEZ, NIKOLAS	82.24	82.24	82.24		4.40		5.10	1.19						71.55
000000290 MCCAHERTY, ALEX	494.12	494.12	494.12		26.44		30.64	7.16						429.88
000000275 MORSE, PAUL	628.14	628.14	628.14	9.48	33.61		38.94	9.11						537.00
000000296 NEUBAUER, MITCHELL	429.64	429.64	429.64		22.99		26.64	6.23						373.78
000000223 PASZKIEWICZ, JOHN	209.28	209.28	209.28				12.98	3.03						193.27
000000277 REWERTS, ANTHONY	1,265.30	1,265.30	1,265.30	73.20	67.69		78.45	18.35						1,027.61
000000241 RHEA, CHRISTOPHER	354.64	354.64	354.64		18.97		21.99	5.14						308.54
000000232 RIOUX, SHAUN	145.08	145.08	145.08		7.76		8.99	2.10						126.23
000000190 ROTHSTEIN, DAVID J.	145.08	145.08	145.08		7.76		8.99	2.10						126.23
000000222 SMILEY, MATTHEW	537.98	537.98	537.98				33.35	7.80						496.83
000000212 SPINKS, SCOTT D.	1,383.32	1,383.32	1,383.32		50.82		85.77	20.06						1,226.67
000000276 STRAKA, AMANDA	1,436.32	1,436.32	1,436.32	101.13	76.84		89.05	20.83						1,148.47
000000282 SWEARINGEN, LANCE	375.68	375.68	375.68		20.10		23.29	5.45						326.84
000000280 VASINA, VERONICA	599.72	599.72	599.72	6.64	32.08		37.18	8.70						515.12
000000240 VEACH, BENJAMIN	238.94	238.94	238.94		12.78		14.81	3.46						207.89
000000297 WARNER, SIMONE	306.28	306.28	306.28		16.39		18.99	4.44						266.46
000000118 WOYCHICK, TED J.	693.23	693.23	693.23	60.00	62.09		42.98	10.05						518.11



LONG LAKE, MN

Payroll Summary

Pay Group: 02 Fire Department

Check Date: 4/10/2025 per. 4

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medi- care	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
<u>941 Deposit</u>		<u>Pay Summary</u>			<u>Tax Summary</u>							<u>Others</u>		
Federal Tax	\$338.30	Gross	17,962.68		Federal Tax			338.30				Retirement		
Medicare	\$520.92	Federal Gross	17,962.68		State Tax			817.77				Tax-Sheltered		
Social Security	\$2,227.30	State Gross	17,962.68		Local Tax							Voluntary		
Advanced EIC	None	FICA Gross	17,962.68		FICA Ded/Ben			1,113.65	1,113.65			Tips		0.00
Total Deposit	\$3,086.52				Medicare Ded/Ben			260.46	260.46			Reimbursement		0.00
												Net		15,432.50



LONG LAKE, MN

Payroll Summary

Pay Group: 06 City Council

Check Date: 4/3/2025 per. 4

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000219 DYVIK, JAHN	250.00	250.00	250.00				15.50	3.63						230.87
000000264 FELDMANN, MICHAEL	250.00	250.00	250.00				15.50	3.63						230.87
000000247 KVALE, DEIRDRE	250.00	250.00	250.00				15.50	3.63						230.87
000000246 MINER, CHARLES	300.00	300.00	300.00				18.60	4.35						277.05
000000299 NEWCOMER, TODD	250.00	250.00	250.00				15.50	3.63						230.87

941 Deposit

Federal Tax	None
Medicare	\$37.74
Social Security	\$161.20
Advanced EIC	None
Total Deposit	\$198.94

Pay Summary

Gross	1,300.00
Federal Gross	1,300.00
State Gross	1,300.00
FICA Gross	1,300.00

Tax Summary

Federal Tax	
State Tax	
Local Tax	
FICA Ded/Ben	80.60
Medicare Ded/Ben	18.87

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net	1,200.53



LONG LAKE, MN

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Payroll Summary

Pay Group: 01 Bi-Weekly

Pay Periods: 2025(7)

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medi-care	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000287 DECKER JR, MICHAEL	2,785.76	2,605.25	2,605.25	275.62	119.89		172.67	40.38	179.77	0.74				1,996.69
000000243 DIERCKS, SEAN	4,086.05	3,821.76	3,821.76	591.02	202.62		253.34	59.25	264.29					2,715.53
000000295 FAHRMAN, MATTHEW	2,324.80	1,859.29	1,859.29	125.85	37.95		124.56	29.13	149.81	315.70				1,541.80
000000286 HEILAND, MICHAEL	5,083.13	4,556.51	4,556.51	466.51	205.09			73.71	526.62					3,811.20
000000292 MACKEY, NOAH	2,670.52	2,498.24	2,498.24	227.07	112.62		165.57	38.72	172.28					1,954.26
000000091 MOELLER, JEANETTE	3,292.45	2,899.93	2,899.93	230.88	82.92		193.06	45.15	214.01	178.51				2,347.92
000000252 NOWEZKI, AMANDA	3,345.76	3,048.17	3,048.17	348.06	169.16		207.44	48.51	297.59					2,275.00
000000214 WESKE, SCOTT	5,055.39	4,740.14	4,740.14	809.65	265.59		313.06	73.22	309.22	6.03				3,278.62

941 Deposit

Federal Tax	\$3,074.66
Medicare	\$816.14
Social Security	\$2,859.40
Advanced EIC	None
Total Deposit	\$6,750.20

Pay Summary

Gross	28,643.86
Federal Gross	26,029.29
State Gross	26,029.29
FICA Gross	23,059.75

Tax Summary

Federal Tax	3,074.66	
State Tax	1,195.84	
Local Tax		
FICA Ded/Ben	1,429.70	1,429.70
Medicare Ded/Ben	408.07	408.07

Others

Retirement	2,113.59
Tax-Sheltered	500.98
Voluntary	
Tips	0.00
Reimbursement	0.00
Net	19,921.02



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / April 15, 2025

SUBJECT: Receive 1st Quarter 2025 Revenues and Expenditures

Prepared By: Amanda Nowezki, Finance/Utilities Officer

Report Date: 4/7/2025

Recommended City Council Action

Staff recommends the following:

Motion to receive 1st Quarter 2025 Revenues and Expenditures as of March 31, 2025 as presented.

Overview / Background

For the Council's awareness, snapshots of the City's fund account balances are to be presented on a quarterly basis. Attached are 1st quarter 2025 revenue and expenditures for review.

Revenues: Fund-Revenue XXX-XXXXX

Expenses: Fund-Department-Expense XXX-XXXXX-XXXX

Notes: Current fund balances are listed on page 1. Numbered references are addressed at the bottom of each fund report - General Fund is on page 6, Water Fund is on page 8, Sewer Fund is on page 10, Surface Water Fund is on page 11, Recycling Fund is on page 12, Fire Dept Fund is on page 15.

Additional Commentary

Currently all funds are on budget for the year with total expenses ranging between 20%-30% of budget. Here are some important things to note regarding current fund balances and fund revenue and expenses:

General Fund (101) Factors:

- Computer server replacement at City Hall.

Enterprise Funds (601/602/603) Notes:

- Engineering fees related to controlling future MCES Sewer Treatment costs.

Fire Department Fund (205) Factors:

- Tools and equipment for the newly purchased Fire Engine 11.
- Building repairs at Fire Station 1 including replacing the water softener and converting the lights to LED.

Should you have any questions regarding any of the information contained in these reports, please contact me by email or phone prior to the Council meeting for any clarification.

Supporting Information

- 1st Quarter 2025 Budget Spreadsheets

FUND BALANCES

AS OF: March 31, 2025

<u>FUND</u>	<u>ACCOUNT</u>	<u>FUND BALANCE</u>
GENERAL FUND	G 101-10100	\$487,699.99
ECONOMIC DEVELOPMENT	G 105-10100	\$73,095.84
FIRE DEPARTMENT	G 205-10100	\$271,111.83
PARK FUND	G 210-10100	\$86,514.88
LAKE QUALITY IMPROVEMENT FUND	G 213-10100	\$5,000.00
CHARITABLE GAMBLING	G 225-10100	\$29,563.06
TAX INCREMENT FUNDS (#1-6, 1-9)	G 38_-10100	\$872,342.24
DEBT SERVICE FUNDS (2016A, 2017A)	G 39_-10100	\$23,536.57
CAPITAL PROJECT FUND	G 401-10100	\$3,363,178.09
CSAH 112 CAPITAL FUND	G 406-10100	\$0.00
PAVEMENT MGMT IMPROVEMENT FUND	G 420-10100	\$371,933.36
SEALCOATING/PATCHING FUND	G 421-10100	\$60,000.00
FIRE CAPITAL FUND	G 462-10100	\$119,402.79
WATER FUND	G 601-10100	\$1,111,996.83
SANITARY SEWER FUND	G 602-10100	\$269,519.48
SURFACE WATER MGMT FUND	G 603-10100	\$178,942.47
RECYCLING FUND	G 604-10100	\$6,178.64
BUILDING PERMIT ESCROWS	G 700-10100	\$258,909.03
TOTAL CITY BALANCE		<u><u>\$7,588,925</u></u>
INVESTMENT ACCOUNT		\$7,363,056.73
BANK ACCOUNT		<u>\$225,868.37</u>
		<u><u>\$7,588,925</u></u>

2025 Quarterly Budget Spreadsheet-General Fund (101)

AS OF: March 31, 2025

	Budget	Year to Date	Difference	Percent of Budget
Total YTD Revenues	\$1,833,406.00	\$88,501.98	\$1,744,904.02	4.8%
Total YTD Expenses	\$1,819,659.90	\$472,577.16	\$1,347,082.74	26.0%
Total Profit/Loss	\$13,746.10	(\$384,075.18)		

Revenue	General	Budget	Year to Date	Remaining	% Revd.	Note:
101-31010	Current Ad Valorem Taxes	\$1,598,131.00	\$0.00	\$1,598,131.00	0.0%	<i>Semi-Annual</i>
101-31040	Fiscal Disparities	\$60,000.00	\$0.00	\$60,000.00	0.0%	<i>Semi-Annual</i>
101-32110	Alcoholic Beverages	\$37,000.00	\$37,975.00	(\$975.00)	102.6%	<i>Annual</i>
101-32180	Other Licenses/Permits	\$1,500.00	\$525.00	\$975.00	35.0%	
101-32181	Tobacco Licenses	\$750.00	\$750.00	\$0.00	100.0%	<i>Annual</i>
101-32182	Refuse Haulers	\$800.00	\$1,200.00	(\$400.00)	150.0%	<i>Annual</i>
101-32210	Building Permits	\$40,000.00	\$12,566.60	\$27,433.40	31.4%	
101-32222	Plan Check Fee	\$10,000.00	\$7,030.81	\$2,969.19	70.3%	
101-32230	Plumbing Permits	\$5,000.00	\$926.40	\$4,073.60	18.5%	
101-32235	Heating / Mechanical Per	\$5,000.00	\$1,180.11	\$3,819.89	23.6%	
101-32240	Animal Licenses	\$100.00	\$62.50	\$37.50	62.5%	
101-32271	Sign Permits	\$100.00	\$60.00	\$40.00	60.0%	
101-34001	Administrative Fees	\$0.00	\$175.00	(\$175.00)	100.0%	
101-34106	Conditional Use Permit	\$0.00	\$500.00	(\$500.00)	100.0%	
101-34219	FD Admin Fees to LL	\$18,000.00	\$0.00	\$18,000.00	0.0%	<i>Annual</i>
101-34780	Park Fees	\$1,250.00	\$30.00	\$1,220.00	2.4%	
101-34950	Other Revenues	\$0.00	\$350.80	(\$350.80)	100.0%	
101-35100	Court Fines	\$10,000.00	\$1,822.63	\$8,177.37	18.2%	
101-36210	Interest Earnings	\$0.00	\$136.15	(\$136.15)	100.0%	
101-36221	Verizon	\$44,275.00	\$14,758.48	\$29,516.52	33.3%	
101-36250	State Permit Surcharge	\$1,500.00	\$822.50	\$677.50	54.8%	
101-36260	Refunds & Reimbursements	\$0.00	\$7,630.00	(\$7,630.00)	100.0%	[1]
Revenues	Total	\$1,833,406.00	\$88,501.98	\$1,744,904.02	4.8%	

Expense	City Council	Budget	Year to Date	Remaining	% Spent	Note:
101-41110-1040	Council Salaries	\$21,600.00	\$3,900.00	17,700.00	18.1%	
101-41110-1220	FICA	\$1,650.00	\$298.41	1,351.59	18.1%	
101-41110-1510	Workers Comp Insurance Prem	\$125.00	\$101.63	23.37	81.3%	<i>Semi-Annual</i>
101-41110-3000	Professional Srvs	\$500.00	\$0.00	500.00	0.0%	
101-41110-3350	Education / Conferences	\$1,000.00	\$99.00	901.00	9.9%	
101-41110-3500	Printing/Binding	\$500.00	\$0.00	500.00	0.0%	
101-41110-3510	Legal Notices Publishing	\$200.00	\$0.00	200.00	0.0%	
101-41110-4300	Miscellaneous	\$50.00	\$0.00	50.00	0.0%	
101-41110-4330	Dues and Subscriptions	\$250.00	\$230.00	20.00	92.0%	<i>Annual</i>
101-41110-4600	Recognition Expenditures	\$125.00	\$0.00	125.00	0.0%	
Total		\$26,000.00	\$4,629.04	\$21,370.96	17.8%	

Expenses	Elections	Budget	Year to Date	Remaining	% Spent	
101-41410-1045	Temp Election Judge Pay	\$0.00	\$0.00	0.00	100.0%	
101-41410-2100	Operating Supplies	\$1,500.00	\$0.00	1,500.00	0.0%	
101-41410-3510	Legal Notices Publishing	\$0.00	\$0.00	0.00	100.0%	
101-41410-4040	Equip Maint & Repair	\$2,000.00	\$799.52	1,200.48	40.0%	
Total		\$3,500.00	\$799.52	\$2,700.48	22.8%	

Expenses	Administration	Budget	Year to Date	Remaining	% Spent	Note:
101-41500-1000	FT Admin Office Salaries	\$288,328.57	\$58,812.89	229,515.68	20.4%	
101-41500-1130	Insurance opt Out Pay	\$15,184.68	\$3,095.36	12,089.32	20.4%	
101-41500-1210	PERA	\$21,505.00	\$4,402.98	17,102.02	20.5%	
101-41500-1220	FICA	\$22,059.27	\$4,703.21	17,356.06	21.3%	
101-41500-1310	Employer Paid Health	\$8,869.02	\$3,910.62	4,958.40	44.1%	
101-41500-1510	Workers Comp Insurance Prem	\$3,000.00	\$1,201.25	1,798.75	40.0%	Semi-Annual
101-41500-2010	Office Supplies	\$1,500.00	\$325.52	1,174.48	21.7%	
101-41500-2030	Printed Forms	\$750.00	\$227.44	522.56	30.3%	
101-41500-3000	Professional Srvs	\$8,000.00	\$1,269.00	6,731.00	15.9%	
101-41500-3010	Auditing and Accounting Services	\$35,000.00	\$18,156.00	16,844.00	51.9%	
101-41500-3090	Software Support	\$11,500.00	\$951.50	10,548.50	8.3%	
101-41500-3095	Computer Network Support	\$100.00	\$437.50	(337.50)	437.5%	
101-41500-3220	Postage	\$1,500.00	\$400.00	1,100.00	26.7%	
101-41500-3310	Travel / Mileage Reimbursement	\$100.00	\$0.00	100.00	0.0%	
101-41500-3350	Education / Conferences	\$1,200.00	\$937.32	262.68	78.1%	
101-41500-3500	Printing/Binding	\$250.00	\$0.00	250.00	0.0%	
101-41500-3510	Legal Notices Publishing	\$2,000.00	\$173.13	1,826.87	8.7%	
101-41500-3520	General Notices and Pub Info	\$250.00	\$0.00	250.00	0.0%	
101-41500-3530	Ordinance Publication	\$800.00	\$0.00	800.00	0.0%	
101-41500-3550	Codification	\$2,250.00	\$0.00	2,250.00	0.0%	
101-41500-3610	General Liability Ins	\$34,000.00	\$24,222.00	9,778.00	71.2%	Annual
101-41500-3700	Insurance Broker Fee	\$3,500.00	\$3,500.00	0.00	100.0%	Annual
101-41500-4130	Postage Machine Maint	\$1,000.00	\$171.00	829.00	17.1%	
101-41500-4135	Copier Maintenance	\$1,000.00	\$140.00	860.00	14.0%	
101-41500-4140	Folder Inserter Machine	\$500.00	\$0.00	500.00	0.0%	
101-41500-4145	Bottled Water Service	\$250.00	\$44.25	205.75	17.7%	
101-41500-4300	Miscellaneous	\$550.00	\$75.00	475.00	13.6%	
101-41500-4330	Dues and Subscriptions	\$3,000.00	\$3,172.00	(172.00)	105.7%	Annual
101-41500-4450	Food & Beverage (Mtgs/Trng)	\$750.00	\$102.64	647.36	13.7%	
101-41500-5710	Computer/Printer Replacement	\$1,500.00	\$2,665.46	(1,165.46)	177.7%	[2]
Total		\$470,196.54	\$133,096.07	\$337,100.47	28.3%	

Expenses	City Attorney	Budget	Year to Date	Remaining	% Spent	Note:
101-41610-3040	Legal Fees - Criminal	\$12,000.00	\$3,000.00	9,000.00	25.0%	
101-41610-3120	Legal Fees - Civil	\$33,000.00	\$7,467.50	25,532.50	22.6%	
Total		\$45,000.00	\$10,467.50	\$34,532.50	23.3%	

Expenses	Planning	Budget	Year to Date	Remaining	% Spent	Note:
101-41910-1040	Planning Comm Salaries	\$4,200.00	\$525.00	3,675.00	12.5%	
101-41910-1220	FICA	\$300.00	\$40.16	259.84	13.4%	
101-41910-2010	Office Supplies	\$50.00	\$0.00	50.00	0.0%	

101-41910-3000	Professional Srvs	\$750.00	\$212.50	537.50	28.3%
101-41910-3030	Engineering Fees	\$5,000.00	\$1,064.60	3,935.40	21.3%
101-41910-3032	General Planning	\$12,000.00	\$2,533.75	9,466.25	21.1%
101-41910-3500	Printing/Binding	\$50.00	\$0.00	50.00	0.0%
101-41910-3510	Legal Notices Publishing	\$150.00	\$0.00	150.00	0.0%
Total		\$22,500.00	\$4,376.01	\$18,123.99	19.4%

Expenses	City Hall Facility	Budget	Year to Date	Remaining	% Spent	Note:
101-41940-2200	Repair/Maint Supply	\$250.00	\$0.00	250.00	0.0%	
101-41940-3000	Professional Srvs	\$1,500.00	\$188.70	1,311.30	12.6%	
101-41940-3210	Telephone	\$1,000.00	\$185.55	814.45	18.6%	
101-41940-3275	Internet	\$3,000.00	\$1,999.96	1,000.04	66.7%	
101-41940-3810	Electricity Expense	\$3,000.00	\$431.55	2,568.45	14.4%	
101-41940-3820	City Utilities (Wat,Sew,Storm)	\$750.00	\$141.84	608.16	18.9%	
101-41940-3830	Natural Gas Expense	\$2,750.00	\$1,109.86	1,640.14	40.4%	
101-41940-3840	Custodial & Waste Removal	\$4,000.00	\$1,033.73	2,966.27	25.8%	
101-41940-4010	Bldg Maint & Repairs	\$50,000.00	\$475.60	49,524.40	1.0%	
101-41940-4015	Grounds Maintenance	\$250.00	\$0.00	250.00	0.0%	
101-41940-5700	Office Equip and Furnishings	\$2,000.00	\$0.00	2,000.00	0.0%	
Total		\$68,500.00	\$5,566.79	\$62,933.21	8.1%	

Expenses	Public Works Facility	Budget	Year to Date	Remaining	% Spent	Note:
101-41942-2230	Bldg & Grnds Maint Supplies	\$1,000.00	\$73.00	927.00	7.3%	
101-41942-3000	Professional Srvs	\$2,000.00	\$188.70	1,811.30	9.4%	
101-41942-3210	Telephone	\$300.00	\$61.86	238.14	20.6%	
101-41942-3235	Cty 800mhz Radio Admin Fee	\$1,000.00	\$174.78	825.22	17.5%	
101-41942-3275	Internet Access	\$4,000.00	\$999.96	3,000.04	25.0%	
101-41942-3810	Electricity Expense	\$14,000.00	\$2,083.35	11,916.65	14.9%	
101-41942-3820	City Utilities (Wat,Sew,Storm)	\$2,000.00	\$338.07	1,661.93	16.9%	
101-41942-3830	Natural Gas Expense	\$10,000.00	\$5,378.36	4,621.64	53.8%	
101-41942-3840	Custodial & Waste Removal	\$1,650.00	\$0.00	1,650.00	0.0%	
101-41942-4010	Bldg. Maint & Repairs	\$10,000.00	\$161.98	9,838.02	1.6%	
101-41942-4015	Grounds Maintenance	\$250.00	\$0.00	250.00	0.0%	
Total		\$46,200.00	\$9,460.06	\$36,739.94	20.5%	

Expenses	Police/Fire Services	Budget	Year to Date	Remaining	% Spent	Note:
101-42110-3000	Professional Srvs	\$0.00	\$900.00	(900.00)	100.0%	[3]
101-42110-3120	Legal Fees -Civil	\$150,000.00	\$11,642.75	138,357.25	7.8%	
101-42110-3130	Subcontracted Police Services	\$341,960.00	\$113,988.00	227,972.00	33.3%	
101-42110-3135	Fire Department Contract	\$103,954.00	\$25,988.50	77,965.50	25.0%	
101-42110-3180	Adult Corrections	\$615.00	\$0.00	615.00	0.0%	
101-42110-4040	Equip Maint & Repair	\$250.00	\$0.00	250.00	0.0%	
Total		\$596,779.00	\$152,519.25	\$444,259.75	25.6%	

Expenses	Inspection Services	Budget	Year to Date	Remaining	% Spent	Note:
101-42400-3035	Bldg. Inspection - Subcontract	\$42,500.00	\$2,690.58	39,809.42	6.3%	
101-42400-4055	MN Bldg. Permit Surcharge Exp	\$2,500.00	\$0.00	2,500.00	0.0%	
Total		\$45,000.00	\$2,690.58	\$42,309.42	6.0%	

Expenses	Public Works Fleet	Budget	Year to Date	Remaining	% Spent
101-43000-2120	Motor Fuels	\$17,000.00	\$2,884.09	14,115.91	17.0%
101-43000-2150	Shop Supplies	\$2,000.00	\$1,004.40	995.60	50.2%
101-43000-2200	Repair/Maint Supply	\$1,500.00	\$1,016.26	483.74	67.8%
101-43000-2210	Equipment Parts	\$14,000.00	\$7,930.08	6,069.92	56.6%
101-43000-2400	Small Tools and Minor Equip	\$500.00	\$569.30	(69.30)	113.9%
101-43000-3000	Professional Srvs	\$500.00	\$0.00	500.00	0.0%
101-43000-3355	Motor Vehicle Lic & Reg	\$500.00	\$119.25	380.75	23.9%
101-43000-4040	Equip Maint & Repair	\$5,000.00	\$0.00	5,000.00	0.0%
101-43000-5000	Capital Outlay	\$25,000.00	\$0.00	25,000.00	0.0%
Total		\$66,000.00	\$13,523.38	\$52,476.62	20.5%

Expenses	Public Works Administration	Budget	Year to Date	Remaining	% Spent	Note:
101-43050-1010	FT Public Works Salaries	\$144,790.57	\$29,113.49	115,677.08	20.1%	
101-43050-1015	Part -Time PW Salaries	\$25,000.00	\$0.00	25,000.00	0.0%	
101-43050-1025	Public Works Overtime	\$2,000.00	\$0.00	2,000.00	0.0%	
101-43050-1210	PERA	\$11,015.00	\$2,183.37	8,831.63	19.8%	
101-43050-1220	FICA	\$12,759.58	\$2,166.68	10,592.90	17.0%	
101-43050-1310	Employer Paid Health	\$18,969.21	\$6,512.23	12,456.98	34.3%	
101-43050-1510	Work Comp Insurance	\$24,000.00	\$6,636.85	17,363.15	27.7%	
101-43050-2010	Office Supplies	\$200.00	\$139.45	60.55	69.7%	
101-43050-2080	Training/Instruct Materials	\$5,000.00	\$0.00	5,000.00	0.0%	
101-43050-3350	Education / Conferences	\$5,000.00	\$396.84	4,603.16	7.9%	
101-43050-3500	Printing/Binding	\$500.00	\$0.00	500.00	0.0%	
101-43050-3610	General Liability Insurance	\$14,000.00	\$8,898.50	5,101.50	63.6%	
101-43050-4050	Office Equip Repair/Maint	\$100.00	\$187.50	(87.50)	187.5%	
101-43050-4170	Uniform	\$2,000.00	\$0.00	2,000.00	0.0%	
101-43050-4330	Dues and Subscriptions	\$150.00	\$0.00	150.00	0.0%	
Total		\$265,484.36	\$56,234.91	\$209,249.45	21.2%	

Expenses	Streets-Public Works	Budget	Year to Date	Remaining	% Spent	Note:
101-43100-2240	Street Maint Materials	\$12,500.00	\$952.00	11,548.00	7.6%	
101-43100-2245	Sand / Salt Plowing Materials	\$6,000.00	\$3,390.71	2,609.29	56.5%	
101-43100-2250	Landscaping Materials	\$10,000.00	\$1,724.00	8,276.00	17.2%	
101-43100-2260	Sign Repair Materials	\$500.00	\$0.00	500.00	0.0%	
101-43100-3000	Professional Srvs	\$1,000.00	\$0.00	1,000.00	0.0%	
101-43100-3030	Engineering Fees	\$2,000.00	\$1,572.00	428.00	78.6%	
101-43100-3350	Education / Conferences	\$250.00	\$0.00	250.00	0.0%	
101-43100-3815	Street Lighting Maint/Elect	\$30,500.00	\$5,483.08	25,016.92	18.0%	
101-43100-4040	Equip Maint & Repair	\$1,500.00	\$0.00	1,500.00	0.0%	
101-43100-4045	Insurance Claim Expense	\$250.00	\$0.00	250.00	0.0%	
Total		\$64,500.00	\$13,121.79	\$51,378.21	20.3%	

Expenses	Parks-Public Works	Budget	Year to Date	Remaining	% Spent	Note:
101-45200-1050	Rink Attendant Pay	\$1,500.00	\$0.00	1,500.00	0.0%	
101-45200-1220	FICA	\$115.00	\$0.00	115.00	0.0%	
101-45200-2150	Shop Supplies	\$235.00	\$99.08	135.92	42.2%	
101-45200-2200	Repair/Maint Supply	\$2,500.00	\$0.00	2,500.00	0.0%	
101-45200-2210	Equipment Parts	\$1,200.00	\$192.00	1,008.00	16.0%	

101-45200-2230	Bldg & Grnds Maint Supplies	\$4,000.00	\$1,789.86	2,210.14	44.7%
101-45200-2250	Landscaping Materials	\$2,500.00	\$0.00	2,500.00	0.0%
101-45200-2400	Small Tools and Minor Equip	\$300.00	\$64.73	235.27	21.6%
101-45200-3000	Professional Svcs	\$1,000.00	\$0.00	1,000.00	0.0%
101-45200-3350	Education / Conferences	\$200.00	\$0.00	200.00	0.0%
101-45200-3810	Electricity Expense	\$4,500.00	\$1,361.74	3,138.26	30.3%
101-45200-3820	City Utilities (Wat,Sew,Storm)	\$400.00	\$139.15	260.85	34.8%
101-45200-3830	Natural Gas Expense	\$2,500.00	\$828.99	1,671.01	33.2%
101-45200-3840	Custodial & Waste Removal	\$1,800.00	\$417.43	1,382.57	23.2%
101-45200-3845	Lawn & Turf Maintenance	\$1,000.00	\$0.00	1,000.00	0.0%
101-45200-3880	Portable Toilet Rental	\$4,500.00	\$0.00	4,500.00	0.0%
101-45200-4010	Bldg Maint & Repairs	\$2,000.00	\$0.00	2,000.00	0.0%
101-45200-4040	Equip Maint & Repair	\$2,000.00	\$1,199.28	800.72	60.0%
101-45200-4150	Equipment Rentals	\$250.00	\$0.00	250.00	0.0%
101-45200-5000	Capital Outlay	\$7,500.00	\$0.00	7,500.00	0.0%

Total		\$40,000.00	\$6,092.26	\$33,907.74	15.2%
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Expenses	Inter Fund Transfers	Budget	Year to Date	Remaining	% Spent
101-49300-7272	Op Trsfr to Seal Coating (421)	\$60,000.00	\$60,000.00	0.00	100.0%
Total		\$60,000.00	\$60,000.00	0.00	100.0%

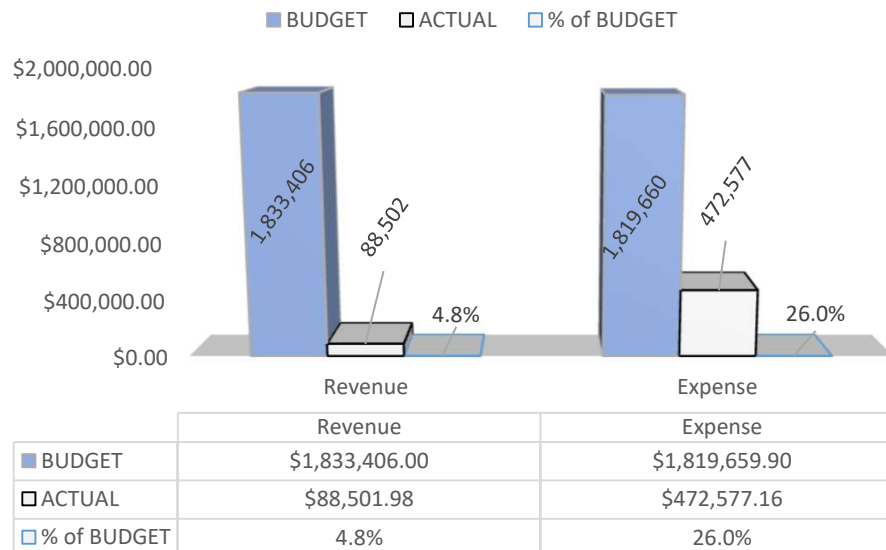
Note:

Expenses	Total	\$1,819,659.90	\$472,577.16	\$1,347,082.74	26.0%
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Ref Note:

- [1] League of MN Cities insurance premium surplus refund
 [2] Server replacement at City Hall
 [3] Fire Station Appraisal

FUND 101 BUDGET TO ACTUAL YTD



2025 Quarterly Budget Spreadsheet-Water Fund (601)

AS OF: March 31, 2025

	Budget	Year to Date	Difference	Percent of Budget
Total YTD Revenues	\$375,000.00	\$78,264.29	\$296,735.71	20.9%
Total YTD Expenses	\$625,193.86	\$143,000.04	\$482,193.82	22.9%
Total Profit/Loss	(\$250,193.86)	(\$64,735.75)		

Revenue	Water Fund	Budget	Year to Date	Remaining	% Recvd	Note:
601-37100	Water Billings	\$350,000.00	\$69,280.40	280,719.60	19.8%	
601-37105	Water Sales to Orono	\$17,500.00	\$5,156.81	12,343.19	29.5%	
601-37150	City WAC Hookup Fee	\$0.00	\$1,800.00	(1,800.00)	100.0%	
601-37160	Water Penalty	\$500.00	\$185.74	314.26	37.1%	
601-37170	MDH Water Test Fee	\$7,000.00	\$1,841.34	5,158.66	26.3%	
Revenues	Total	\$375,000.00	\$78,264.29	\$296,735.71	20.9%	

Expenses	Water Fund	Budget	Year to Date	Remaining	% Spent	Note:
601-49400-1010	FT Public Works Salaries	\$57,916.35	\$11,645.45	46,270.90	20.1%	
601-49400-1070	PW On-Call Pay	\$5,362.71	\$1,064.84	4,297.87	19.9%	
601-49400-1210	PERA	\$4,450.00	\$953.28	3,496.72	21.4%	
601-49400-1220	FICA	\$4,552.12	\$945.16	3,606.96	20.8%	
601-49400-1310	Employer Paid Health	\$7,587.68	\$2,591.28	4,996.40	34.2%	
601-49400-1510	Workers Comp Insurance Prem	\$8,500.00	\$3,318.43	5,181.57	39.0%	<i>Semi-Annual</i>
601-49400-2010	Office Supplies	\$500.00	\$0.00	500.00	0.0%	
601-49400-2150	Shop Supplies	\$500.00	\$0.00	500.00	0.0%	
601-49400-2160	Chemicals and Chem Products	\$33,000.00	\$8,430.75	24,569.25	25.5%	
601-49400-2205	Water Meter Purchases	\$2,500.00	\$0.00	2,500.00	0.0%	
601-49400-2210	Equipment Parts	\$5,000.00	\$912.04	4,087.96	18.2%	
601-49400-2270	Utility Maint Supplies	\$3,000.00	\$108.44	2,891.56	3.6%	
601-49400-2400	Small Tools and Minor Equip	\$250.00	\$137.73	112.27	55.1%	
601-49400-3000	Professional Svcs	\$1,500.00	\$0.00	1,500.00	0.0%	
601-49400-3030	Engineering Fees	\$2,000.00	\$539.50	1,460.50	27.0%	
601-49400-3090	Software Support	\$2,750.00	\$1,054.88	1,695.12	38.4%	
601-49400-3120	Legal Fees - Civil	\$750.00	\$300.00	450.00	40.0%	
601-49400-3220	Postage	\$3,000.00	\$582.75	2,417.25	19.4%	
601-49400-3310	Travel / Mileage Reimbursement	\$100.00	\$0.00	100.00	0.0%	
601-49400-3350	Education / Conferences	\$750.00	\$1,050.00	(300.00)	140.0%	<i>[1]</i>
601-49400-3510	Legal Notices Publishing	\$500.00	\$0.00	500.00	0.0%	
601-49400-3610	General Liability Ins	\$4,000.00	\$3,097.00	903.00	77.4%	<i>Annual</i>
601-49400-3810	Electricity Expense	\$34,000.00	\$6,558.70	27,441.30	19.3%	
601-49400-3820	City Utilities (Wat,Sew,Storm)	\$1,500.00	\$73.06	1,426.94	4.9%	
601-49400-3825	Water Testing Expense	\$1,500.00	\$246.46	1,253.54	16.4%	
601-49400-3831	Generator Fuel Expense	\$1,000.00	\$0.00	1,000.00	0.0%	
601-49400-3855	Gopher One Locates Expense	\$1,250.00	\$67.55	1,182.45	5.4%	
601-49400-4010	Bldg Maint & Repairs	\$750.00	\$0.00	750.00	0.0%	
601-49400-4040	Equip Maint & Repair	\$10,000.00	\$0.00	10,000.00	0.0%	
601-49400-4065	Water Main Breaks	\$35,000.00	\$9,721.66	25,278.34	27.8%	

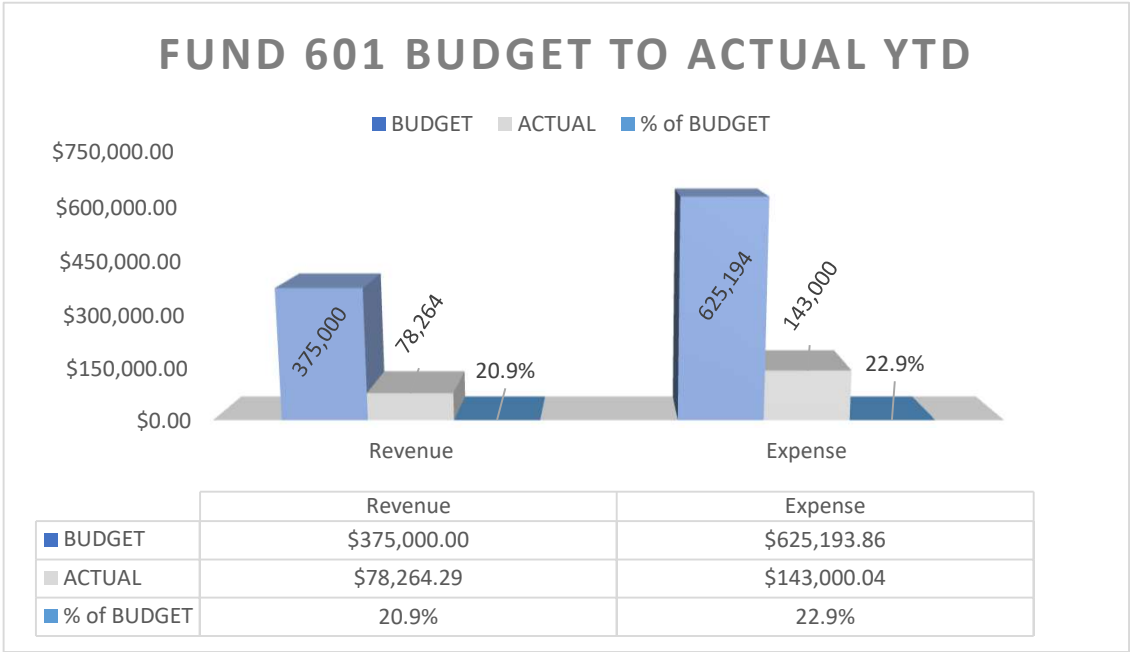
601-49400-4070	Water/Sewer Easements	\$500.00	\$0.00	500.00	0.0%
601-49400-4300	Depreciation	\$135,000.00	\$0.00	135,000.00	0.0%
601-49400-4300	Miscellaneous	\$425.00	\$0.00	425.00	0.0%
601-49400-4320	Utility Overpmts/Uncollectable	\$1,500.00	\$52.78	1,447.22	3.5%
601-49400-4330	Dues and Subscriptions	\$1,000.00	\$648.80	351.20	64.9%
601-49400-4400	MHD Water Act Fees Remitted	\$7,600.00	\$1,849.00	5,751.00	24.3%
601-49400-5000	Capital Outlay	\$150,000.00	\$0.00	150,000.00	0.0%
601-49400-6010	Debt Srv Bond Principal	\$73,700.00	\$76,420.00	(2,720.00)	103.7%
601-49400-6110	Bond Interest	\$22,000.00	\$10,630.50	11,369.50	48.3%
Total		\$625,193.86	\$143,000.04	\$482,193.82	22.9%

Annual

Annual

Ref Note:

[1] Public Works staff attended the annual MN Rural Water Technical Conference.



2025 Quarterly Budget Spreadsheet-Sewer Fund (602)

AS OF: March 31, 2025

	Budget	Year to Date	Difference	Percent of Budget
Total YTD Revenues	\$585,000.00	\$165,956.87	\$419,043.13	28.4%
Total YTD Expenses	\$640,145.39	\$196,834.18	\$443,311.21	30.7%
Total Profit/Loss	(\$55,145.39)	(\$30,877.31)		

Revenue	Sewer Fund	Budget	Year to Date	Remaining	% Recvd	Note:
602-34401	Orono Sewerage Sales	\$25,000.00	\$5,750.86	19,249.14	23.0%	
602-37200	Sanitary Sewer Billings	\$208,000.00	\$89,891.12	118,108.88	43.2%	
602-37210	MetCouncil Sewer Treatment Fee	\$351,225.24	\$65,673.34	285,551.90	18.7%	
602-37250	City SAC Hookup Fee	\$0.00	\$1,800.00	(1,800.00)	100.0%	[1]
602-37251	MCES SAC Fee	\$0.00	\$2,485.00	(2,485.00)	100.0%	[1]
602-37260	Swr Penalty	\$774.76	\$356.55	418.21	46.0%	
Revenues	Total	\$585,000.00	\$165,956.87	\$419,043.13	28.4%	

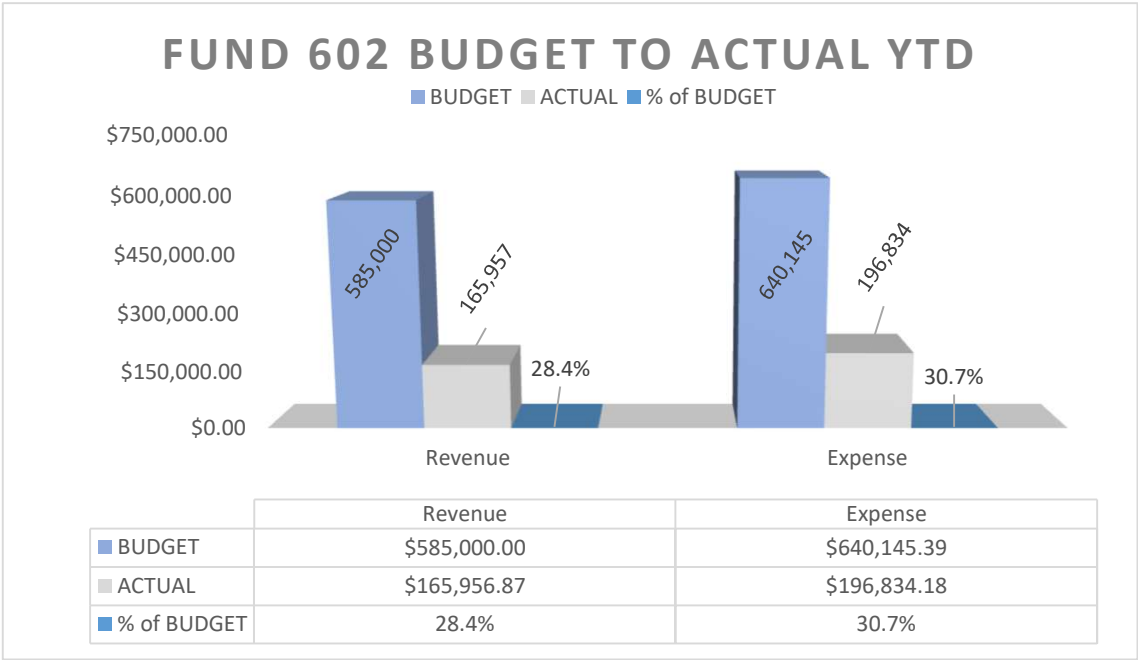
Expenses	Sewer Fund	Budget	Year to Date	Remaining	% Spent	Note:
602-49450-1010	FT Public Works Salaries	\$43,437.26	\$8,734.04	34,703.22	20.1%	
602-49450-1070	PW On-Call Pay	\$5,362.71	\$1,064.82	4,297.89	19.9%	
602-49450-1210	PERA	\$3,660.00	\$734.94	2,925.06	20.1%	
602-49450-1220	FICA	\$3,744.42	\$759.84	2,984.58	20.3%	
602-49450-1310	Employer Paid Health	\$5,690.76	\$1,943.48	3,747.28	34.2%	
602-49450-1510	Workers Comp Insurance Prem	\$8,500.00	\$3,318.43	5,181.57	39.0%	Semi-Annual
602-49450-2010	Office Supplies	\$500.00	\$0.00	500.00	0.0%	
602-49450-2150	Shop Supplies	\$500.00	\$0.00	500.00	0.0%	
602-49450-2210	Equipment Parts	\$2,000.00	\$78.12	1,921.88	3.9%	
602-49450-2270	Utility Maint Supplies	\$500.00	\$85.00	415.00	17.0%	
602-49450-2400	Small Tools and Minor Equip	\$175.00	\$137.73	37.27	78.7%	
602-49450-3000	Professional Srvs	\$1,100.00	\$0.00	1,100.00	0.0%	
602-49450-3030	Engineering Fees	\$1,000.00	\$2,849.00	(1,849.00)	284.9%	[2]
602-49450-3090	Software Support	\$2,750.00	\$1,054.87	1,695.13	38.4%	
602-49450-3100	MCES Sewer Treatment	\$351,225.24	\$117,075.08	234,150.16	33.3%	
602-49450-3120	Legal Fees-Civil	\$500.00	\$338.00	162.00	67.6%	
602-49450-3220	Postage	\$3,000.00	\$550.00	2,450.00	18.3%	
602-49450-3230	Cell Phones	\$2,100.00	\$423.95	1,676.05	20.2%	
602-49450-3350	Education / Conferences	\$350.00	\$585.00	(235.00)	167.1%	[3]
602-49450-3510	Legal Notices Publishing	\$50.00	\$0.00	50.00	0.0%	
602-49450-3610	General Liability Ins	\$850.00	\$564.00	286.00	66.4%	Annual
602-49450-3810	Electricity Expense	\$5,650.00	\$831.68	4,818.32	14.7%	
602-49450-3830	Natural Gas Expense	\$1,250.00	\$144.90	1,105.10	11.6%	
602-49450-4040	Equip Maint & Repair	\$500.00	\$0.00	500.00	0.0%	
602-49450-4060	Clean/Televise Sewer Lines	\$25,000.00	\$0.00	25,000.00	0.0%	
602-49450-4070	Sewer Easements	\$1,000.00	\$0.00	1,000.00	0.0%	
602-49450-4200	Depreciation	\$82,000.00	\$0.00	82,000.00	0.0%	Annual
602-49450-4330	Dues and Subscriptions	\$1,500.00	\$598.80	901.20	39.9%	
602-49450-4410	MCES SAC Charge Expense	\$2,500.00	\$0.00	2,500.00	0.0%	

602-49450-5000	Capital Outlay	\$25,000.00	\$0.00	25,000.00	0.0%
602-49450-6010	Debt Srv Bond Principal	\$49,250.00	\$50,180.00	(930.00)	101.9%
602-49450-6110	Bond Interest	\$9,500.00	\$4,782.50	4,717.50	50.3%
Total		\$640,145.39	\$196,834.18	\$443,311.21	30.7%

Annual

Ref Note:

- [1] SAC fees received from the Long Lake Veterinary Clinic
- [2] Engineering fees related to MCES inflow and infiltration (I&I) and sewer line connections.
- [3] Sanitary Sewer treatment exam refresher class



2025 Quarterly Budget Spreadsheet-Surface Water (603)

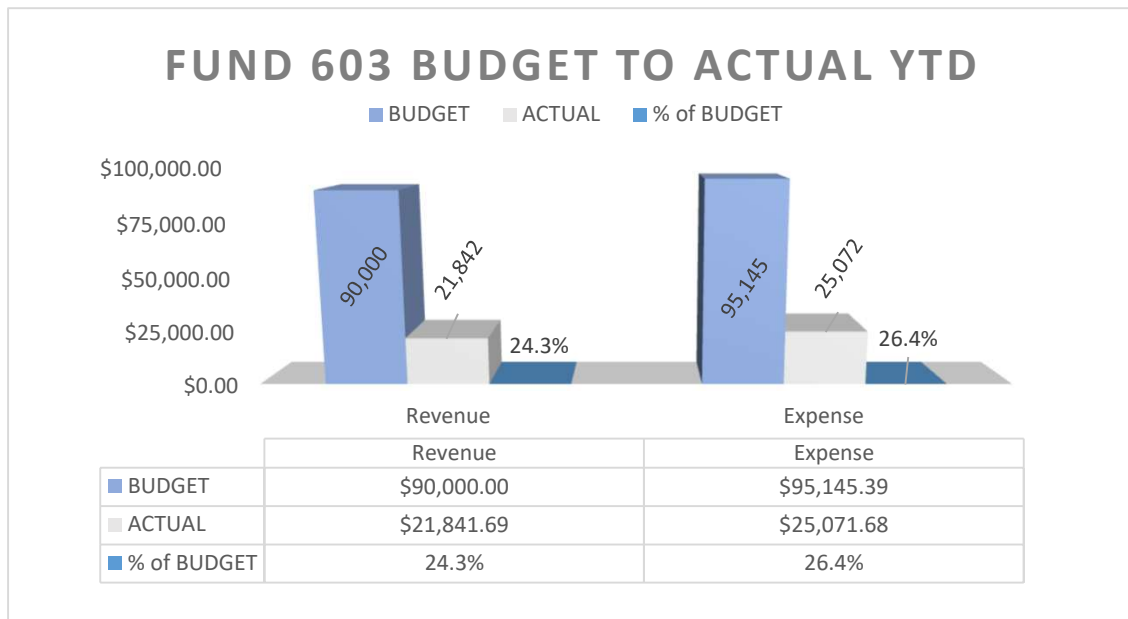
AS OF: March 31, 2025
Total YTD Revenues
Total YTD Expenses
Total Profit/Loss

Budget	Year to Date	Difference	Percent of Budget
\$90,000.00	\$21,841.69	\$68,158.31	24.3%
\$95,145.39	\$25,071.68	\$70,073.71	26.4%
(\$5,145.39)	(\$3,229.99)		

Revenue	Surface Water Fund	Budget	Year to Date	Remaining	% Recvd	Note:
603-37300	Surface Water Mgmt Billings	\$89,900.00	\$21,756.39	68,143.61	24.2%	
603-37360	SWM Penalty	\$100.00	\$85.30	14.70	85.3%	
Revenues	Total	\$90,000.00	\$21,841.69	\$68,158.31	24.3%	

Expenses	Surface Water Fund	Budget	Year to Date	Remaining	% Spent	Note:
603-43150-1010	FT Public Works Salaries	\$43,437.26	\$8,734.04	34,703.22	20.1%	
603-43150-1210	PERA	\$3,300.00	\$655.10	2,644.90	19.9%	
603-43150-1220	FICA	\$3,317.37	\$649.77	2,667.60	19.6%	
603-43150-1310	Employer Paid Health	\$5,690.76	\$1,943.48	3,747.28	34.2%	
603-43150-3000	Professional Srv	\$500.00	\$0.00	500.00	0.0%	
603-43150-3030	Engineering Fees	\$750.00	\$400.00	350.00	53.3%	
603-43150-3090	Software Support	\$400.00	\$400.00	0.00	100.0%	
603-43150-4040	Equip Maint & Repair	\$1,750.00	\$169.54	1,580.46	9.7%	
603-43150-4200	Depreciation	\$23,500.00	\$0.00	23,500.00	0.0%	Annual
603-43150-6010	Debt Srv Bond Principal	\$11,500.00	\$11,550.00	(50.00)	100.4%	Annual
603-43150-6110	Bond Interest	\$1,000.00	\$569.75	430.25	57.0%	
Total		\$95,145.39	\$25,071.68	\$70,073.71	26.4%	

Ref Note:



2025 Quarterly Budget Spreadsheet-Recycling Fund (604)

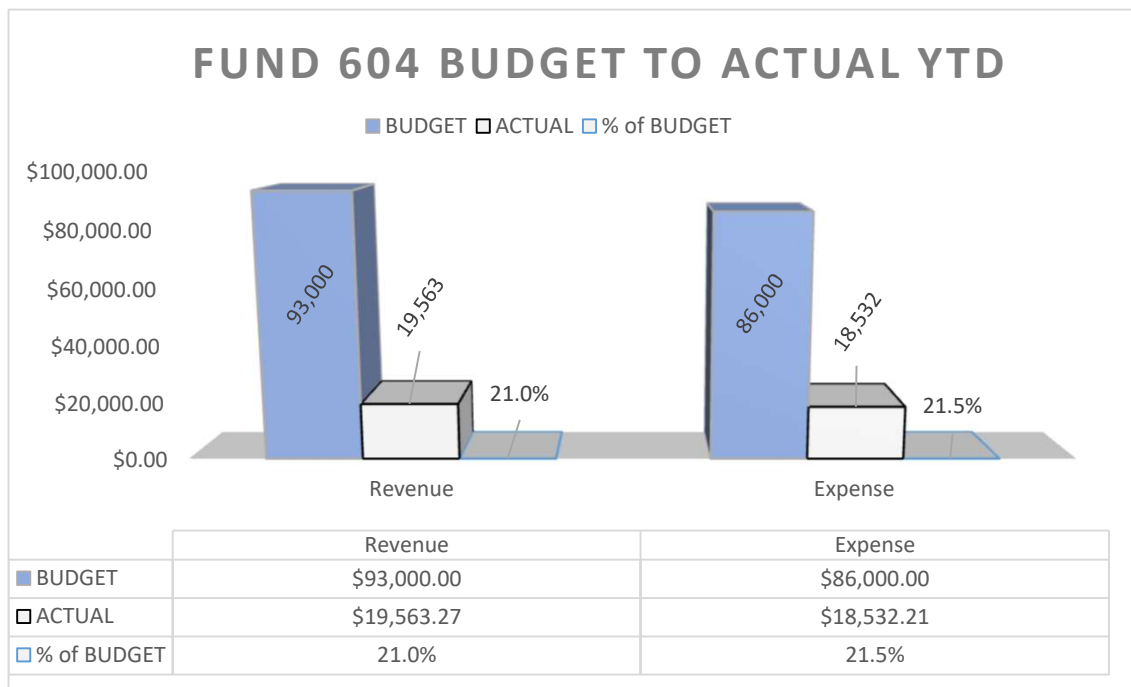
AS OF: March 31, 2025

	Budget	Year to Date	Difference	Percent of Budget	Ref Note:
Total YTD Revenues	\$93,000.00	\$19,563.27	\$73,436.73	21.0%	
Total YTD Expenses	\$86,000.00	\$18,532.21	\$67,467.79	21.5%	
Total Profit/Loss	\$7,000.00	\$1,031.06			

Revenue	Recycling Fund	Budget	Year to Date	Remaining	% Recvd	Note:
604-33640	Recycling Grant	\$900.00	\$0.00	\$900	0.0%	
604-37400	Res Recycling Billings	\$61,050.00	\$14,294.03	\$46,756	23.4%	
604-37460	Recycling Penalty	\$50.00	\$64.56	(\$15)	129.1%	
604-38000	Organics Recycling Billings	\$31,000.00	\$5,204.68	\$25,795	16.8%	
Revenues	Total	\$93,000.00	\$19,563.27	\$73,436.73	21.0%	

Expenses	Recycling Fund	Budget	Year to Date	Remaining	% Spent	Note:
604-43200-3890	Res Curb Recycling	\$55,000.00	\$11,096.49	43,903.51	20.2%	
604-43200-3895	Res Organic Recycling	\$26,000.00	\$7,435.72	18,564.28	28.6%	
604-43200-3897	Community Yard Waste	\$5,000.00	\$0.00	5,000.00	0.0%	Annual
Total		\$86,000.00	\$18,532.21	\$67,467.79	21.5%	

Ref Note:



2025 Quarterly Budget Spreadsheet-Fire Dept (205)

AS OF: March 31, 2025

	Budget	Year to Date	Difference	Percent of Budget	Ref Note:
Total YTD Revenues	\$989,124.00	\$245,273.49	\$743,850.51	24.8%	
Total YTD Expenses	\$952,817.00	\$230,229.85	\$722,587.15	24.2%	
Total Profit/Loss	\$36,307.00	\$15,043.64			

Revenue	Fire Fund	Budget	Year to Date	Remaining	% Revd.	Note:
205-33402	FD Training Grants	\$0.00	\$11,242.07	(\$11,242)	100.0%	[1]
205-33420	Fire Relief Assoc 2% State Aid	\$165,000.00	\$1,000.00	\$164,000	0.6%	Annual
204-34212	Orono Fire Contract Revenue	\$577,849.00	\$144,462.25	\$433,387	25.0%	
205-34214	Long Lake Fire Contract Revenue	\$103,954.00	\$25,988.50	\$77,966	25.0%	
205-34217	Medina Fire Contract Revenue	\$68,245.00	\$17,061.25	\$51,184	25.0%	
205-34218	Minnetonka Beach contract reeve	\$63,000.00	\$15,750.00	\$47,250	25.0%	
205-34220	FD Other Non-Contract Revenue	\$5,998.00	\$0.00	\$5,998	0.0%	
205-34951	Rent - Fire Dept.	\$5,078.00	\$1,269.42	\$3,809	25.0%	
205-39100	Sales of Land/Capital Assets	\$0.00	\$28,500.00	(\$28,500)	100.0%	[2]
Revenues	Total	\$989,124.00	\$245,273.49	\$743,850.51	24.8%	

Expenses	Fire Administration	Budget	Year to Date	Remaining	% Spent	Note:
205-42280-1000	FT Admin Office Salaries	\$116,035.94	\$23,626.18	92,409.76	20.4%	
205-42280-1080	Fire Officer Pay	\$21,638.00	\$3,707.12	17,930.88	17.1%	
205-42280-1130	Insurance opt Out Pay	\$14,500.00	\$3,181.11	11,318.89	21.9%	
205-42280-1210	PERA	\$21,464.06	\$4,181.85	17,282.21	19.5%	
205-42280-1220	FICA	\$7,500.00	\$673.88	6,826.12	9.0%	
205-42280-1310	Employer Paid Health	\$985.00	\$266.60	718.40	27.1%	
205-42280-1510	Workers Comp Insurance Prem	\$44,000.00	\$29,167.41	14,832.59	66.3%	Semi-Annual
205-42280-2010	Office Supplies	\$1,000.00	\$515.75	484.25	51.6%	
205-42280-2030	Printed Forms	\$500.00	\$0.00	500.00	0.0%	
205-42280-2080	Training/Instruct Materials	\$250.00	\$0.00	250.00	0.0%	
205-42280-2175	Fire Prevention Materials	\$1,500.00	\$0.00	1,500.00	0.0%	
205-42280-2410	Protective Gear/Uniforms	\$500.00	\$0.00	500.00	0.0%	
205-42280-3000	Professional Srvs	\$4,000.00	\$172.00	3,828.00	4.3%	
205-42280-3010	Auditing and Accounting Services	\$7,500.00	\$4,000.00	3,500.00	53.3%	Semi-Annual
205-42280-3090	Software Support	\$8,500.00	\$8,329.52	170.48	98.0%	Annual
205-42280-3110	W.A.F.T.A	\$2,000.00	\$0.00	2,000.00	0.0%	Annual
205-42280-3120	Legal Fees - Civil	\$2,500.00	\$0.00	2,500.00	0.0%	
205-42280-3150	LL Admin Fee	\$18,000.00	\$0.00	18,000.00	0.0%	Annual
205-42280-3230	Cell Phones	\$520.00	\$106.00	414.00	20.4%	
205-42280-3310	Travel / Mileage Reimb	\$400.00	\$0.00	400.00	0.0%	
205-42280-3350	Education / Conferences	\$4,500.00	\$25.00	4,475.00	0.6%	
205-42280-3355	Motor Vehicle Lic & Reg	\$100.00	\$0.00	100.00	0.0%	
205-42280-3610	General Liability Ins	\$9,500.00	\$10,809.50	(1,309.50)	113.8%	Annual
205-42280-4045	Insurance Claim Expense	\$250.00	\$0.00	250.00	0.0%	
205-42280-4135	Copier Maintenance	\$650.00	\$0.00	650.00	0.0%	
205-42280-4300	Miscellaneous	\$1,500.00	\$0.00	1,500.00	0.0%	
205-42280-4330	Dues and Subscriptions	\$2,750.00	\$1,920.77	829.23	69.8%	

205-42280-4450	Food & Beverage (Mtgs/Trng)	\$1,500.00	\$607.37	892.63	40.5%
205-42280-4600	Recognition Expenditures	\$1,000.00	\$0.00	1,000.00	0.0%
205-42280-5710	Computer/Printer Replacement	\$4,000.00	\$392.84	3,607.16	9.8%
205-42280-5800	Other Equipment	\$4,000.00	\$1,350.50	2,649.50	33.8%
Total		\$303,043.00	\$93,033.40	\$210,009.60	30.7%

Expenses	Fire Operations	Budget	Year to Date	Remaining	% Spent	Note:
205-42281-1055	FD Duty Crew Payroll	\$51,600.00	\$6,850.00	44,750.00	13.3%	
205-42281-1065	Fire Call Pay	\$78,250.00	\$15,314.00	62,936.00	19.6%	
205-42281-1075	Fire Fighter Training Pay	\$63,774.00	\$5,496.92	58,277.08	8.6%	
205-42281-1220	FICA	\$7,500.00	\$2,116.10	5,383.90	28.2%	
205-42281-2080	Training/Instruct Materials	\$650.00	\$46.16	603.84	7.1%	
205-42281-2120	Motor Fuels	\$15,300.00	\$2,097.73	13,202.27	13.7%	
205-42281-2150	Shop Supplies	\$2,200.00	\$69.56	2,130.44	3.2%	
205-42281-2160	Chemicals and Chem Products	\$1,500.00	\$1,630.66	(130.66)	108.7%	
205-42281-2190	Medical Supplies	\$3,800.00	\$276.02	3,523.98	7.3%	
205-42281-2210	Equipment Parts	\$3,500.00	\$5,323.32	(1,823.32)	152.1%	[3]
205-42281-2215	SCBA Equipment Parts	\$900.00	\$210.00	690.00	23.3%	
205-42281-2400	Small Tools and Minor Equip	\$6,800.00	\$1,933.03	4,866.97	28.4%	
205-42281-2410	Protective Gear/Uniforms	\$10,000.00	\$2,689.70	7,310.30	26.9%	
205-42281-2415	Turn Out Gear	\$34,000.00	\$22,260.90	11,739.10	65.5%	
205-42281-3050	Physicals / Other Medical	\$16,000.00	\$630.00	15,370.00	3.9%	
205-42281-3080	Training	\$24,000.00	\$17,016.75	6,983.25	70.9%	[1]
205-42281-3225	Truck Communication Services	\$5,250.00	\$1,351.52	3,898.48	25.7%	
205-42281-3235	Cty 800mhz Radio Admin Fee	\$20,000.00	\$2,768.22	17,231.78	13.8%	
205-42281-3280	Pagers/Radios (Ancom)	\$1,500.00	\$0.00	1,500.00	0.0%	
205-42281-3285	Radio Lease	\$7,200.00	\$917.44	6,282.56	12.7%	
205-42281-3310	Travel / Mileage Reimb	\$1,000.00	\$0.00	1,000.00	0.0%	
205-42281-4030	Light Truck Maint & Repair	\$8,000.00	\$5,774.90	2,225.10	72.2%	
205-42281-4035	Heavy Truck Maint & Repair	\$19,000.00	\$4,916.00	14,084.00	25.9%	
205-42281-4040	Equip Maint & Repair	\$5,500.00	\$1,496.45	4,003.55	27.2%	
Total		\$387,224.00	\$101,185.38	\$286,038.62	26.1%	

Expenses	Facility Fire Station 1	Budget	Year to Date	Remaining	% Spent	Note:
205-42282-2230	Bldg & Grnds Maint Supplies	\$1,000.00	\$91.14	908.86	9.1%	
205-42282-3000	Professional Srvs	\$1,000.00	\$188.70	811.30	18.9%	
205-42282-3275	Internet Access (Mediacom)	\$8,300.00	\$1,336.22	6,963.78	16.1%	
205-42282-3810	Electricity Expense	\$12,500.00	\$2,151.69	10,348.31	17.2%	
205-42282-3820	City Utilities (Wat,Sew,Storm)	\$3,100.00	\$472.60	2,627.40	15.2%	
205-42282-3830	Natural Gas Expense	\$8,000.00	\$3,608.66	4,391.34	45.1%	
205-42282-3840	Custodial & Waste Removal	\$9,000.00	\$2,009.21	6,990.79	22.3%	
205-42282-3845	Lawn & Turf Maintenance	\$2,600.00	\$0.00	2,600.00	0.0%	
205-42282-4010	Bldg Maint & Repairs	\$16,000.00	\$17,057.92	(1,057.92)	106.6%	[4]
Total		\$61,500.00	\$26,916.14	\$34,583.86	43.8%	

Expenses	Facility Fire Station 2	Budget	Year to Date	Remaining	% Spent	Note:
205-42286-2230	Bldg & Grnds Maint Supplies	\$250.00	\$0.00	250.00	0.0%	
205-42286-3000	Professional Srvs	\$1,000.00	\$188.70	811.30	18.9%	

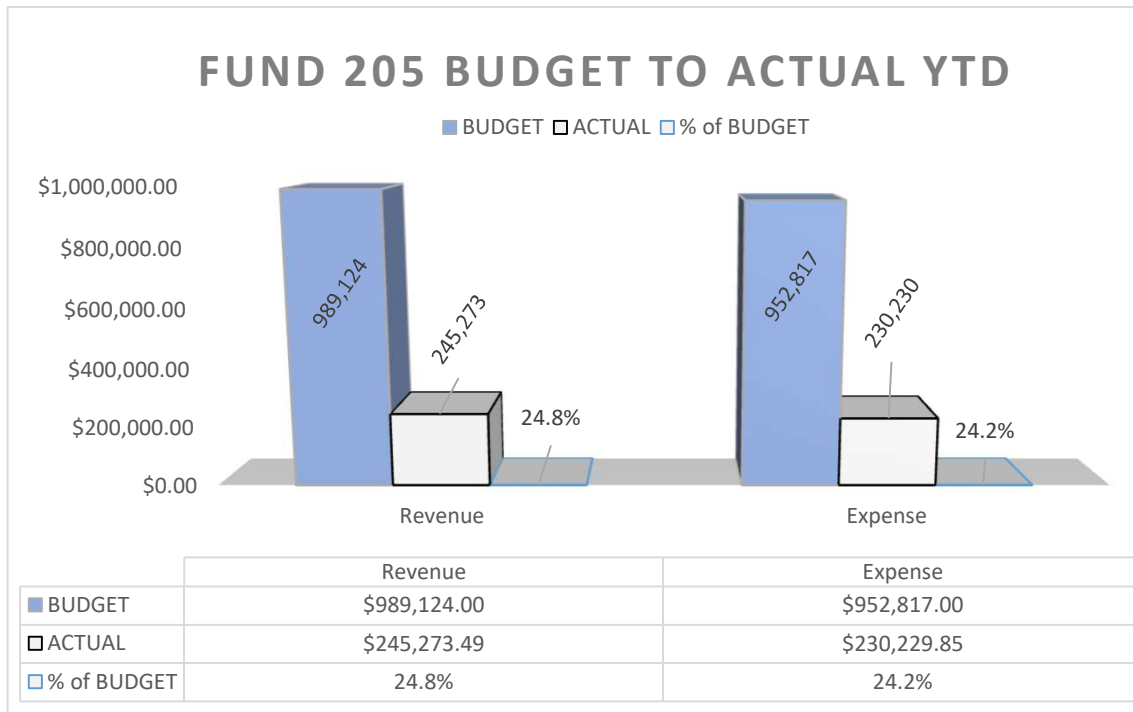
205-42286-3275	Internet Access	\$7,000.00	\$1,018.69	5,981.31	14.6%
205-42286-3810	Electricity Expense	\$4,500.00	\$1,121.96	3,378.04	24.9%
205-42286-3820	City Utilities (Wat,Sew,Storm)	\$2,300.00	\$387.42	1,912.58	16.8%
205-42286-3830	Natural Gas Expense	\$3,500.00	\$2,427.61	1,072.39	69.4%
205-42286-3840	Custodial & Waste Removal	\$7,000.00	\$1,039.88	5,960.12	14.9%
205-42286-3845	Lawn & Turf Maintenance	\$1,000.00	\$0.00	1,000.00	0.0%
205-42286-4010	Bldg Maint & Repairs	\$9,500.00	\$2,910.67	6,589.33	30.6%
Total		\$36,050.00	\$9,094.93	\$26,955.07	25.2%

Expenses	Fire Non-Operational Costs	Budget	Year to Date	Remaining	% Spent	Note:
205-42283-1240	State Fire Aid Pension Contri	\$165,000.00	\$0.00	165,000.00	0.0%	<i>Annual</i>
Total		\$165,000.00	\$0.00	\$165,000.00	0.0%	

Total Fire Expenses	\$952,817.00	\$230,229.85	\$722,587.15	24.2%
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Ref Note:

- [1] MBFTE Training Reimbursements
- [2] Proceeds from the sale of Fire Engine 11
- [3] Additional equipment needed for the new Fire Engine 11 (Hose, Hydrant Wrench, Chainsaw, etc)
- [4] Fire Station 1 Building Repairs; water softener replacement, HVAC repairs, lighting conversion to LED





CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / April 15, 2025

SUBJECT: Special Event Permit Request for a Temporary Outdoor Patio at Carbone's Pizzeria Long Lake

Prepared By: Jeanette Moeller, City Clerk

Report Date: 4/8/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2025-09 approving issuance of Special Event Permit #S2025-04 for the Temporary Outdoor Patio at Carbone's Pizzeria Long Lake effective May 1 through September 30, 2025.

Overview / Background

Neil Heinen, on behalf of Carbone's Pizzeria Long Lake, has made application for a Special Event Permit to permit installation of their annual temporary outdoor patio for the restaurant.

This year's temporary outdoor patio site plan remains identical to the site plan approved for use in prior years. Their proposed site plan in combination with their temporary patio narrative identifies seating and table arrangements; depicts all entry and exit points; includes descriptions of temporary fencing materials and possible temporary lighting to be utilized; is designed to create a compact and contiguous service area in accordance with Minnesota Rules 7515.0430, subpart 2; and shows how alcohol will be restricted with a barrier between the temporary outdoor patio and surrounding area. No more than five picnic tables will be permitted in the temporary outdoor patio area, with seating not to exceed 25 at any time.

Staff recommends approval of a Special Event Permit for the Temporary Outdoor Patio at Carbone's Pizzeria Long Lake with conditions as specified in the attached permit. If approved, the temporary patio would be permitted to be in place from May 1 through September 30, 2025.

Supporting Information

- Resolution No. 2025-09
- Special Event Permit application, narrative, site map and exhibits



**City Council
Resolution No. 2025-09**

**A RESOLUTION APPROVING THE ISSUANCE OF SPECIAL EVENT PERMIT #S2025-04 FOR A
TEMPORARY OUTDOOR PATIO AT CARBONE'S PIZZERIA LONG LAKE**

WHEREAS, Neil Heinen, on behalf of Carbone's Pizzeria Long Lake, has made a Special Event Permit application to permit installation of a temporary outdoor patio for the restaurant; and

WHEREAS, the applicant has submitted a site plan and temporary patio narrative which identifies seating and table arrangements; depicts all entry and exit points; includes descriptions of temporary fencing materials and possible temporary lighting to be utilized; is designed to create a compact and contiguous service area in accordance with Minnesota Rules 7515.0430, subpart 2; and shows how alcohol will be restricted with a barrier between the temporary outdoor patio and surrounding area; and

WHEREAS, City staff have reviewed the event application and identified conditions to permit issuance outlined on the Special Event Permit attached hereto and made a part of this Resolution; and

WHEREAS, by accepting this permit the applicant agrees to comply with the conditions outlined on the Special Event Permit attached hereto and made a part of this Resolution.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby approves issuance of Special Event Permit #S2025-04 for the Temporary Outdoor Patio at Carbone's Pizzeria Long Lake effective May 1, 2025 through September 30, 2025 contingent on receipt of documentation, agency approvals, and satisfaction of all applicable conditions outlined by the Special Event Permit.

Adopted by the City Council of the City of Long Lake this 15th day of April 2025.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Special Event Permit Application

CITY OF LONG LAKE

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

Phone / 952.473.6961

FOR OFFICE USE ONLY

Amount Due: \$ 10

Section 5D.

Date Paid: 3/31/25

☒ Check # 2389

☐ Credit Card

☐ Cash Receipt # _____

Deposit Required?

☐ Yes, Check # _____

☒ No

- **REVIEW PAGE 3 for the Special Event Permit application fee schedule and application submittal checklist.**

- Complete this permit application form and submit to City Hall **at least 45 days prior to the event start date.** Permit application must be accompanied by all exhibits requested to be considered complete.

Event Name Temporary Patio at Carbones Long Lake

Describe Location or Area of City Where Event Will Take Place _____

2069 W Wayzata Blvd, Long Lake, MN 55356

of Participants Expected to Attend Event 25 max

Describe Any Participation/Entry Fees to be Charged N/A

Event Dates/Times Proposed

**** List all Event Dates/Times Below ****

Day of Week	Date	Start Time	End Time
	05.01.25		
	09.30.25		

Event Type (CHECK ALL THAT APPLY)

☐ Parade ☐ Festival ☐ Run/Walk ☐ Sporting Event ☐ Block Party ☐ Private Party

☒ Other, Explain Temporary Patio

Event Includes (CHECK ALL THAT APPLY)

☒ Liquor Service ☒ Food Service ☐ Bingo/Raffles ☐ Live Music ☐ Amplified Audio

☐ Animals ☐ Pedestrians/Runners ☐ Bicycles ☐ Floats ☐ Motor Vehicles, # Expected _____

☐ Other Vehicles, Explain _____

☐ Games, Amusement Devices or Carnival Equipment, Describe _____

Will Parking for Event Exceed On Site Parking Facilities Available?

☐ Yes, WRITTEN PERMISSION FROM AREA PROPERTY OWNERS ALLOWING USE OF THEIR PROPERTY FOR PARKING IS ATTACHED

☒ No

Traffic Control Personnel Provided by Whom N/A

Delineation Equipment (Barricades, Signs, Traffic Cones, No Parking Signs, etc.) Provided by Whom _____

Carbones

Street(s) to be Closed (A MAP SHOWING THE SPECIFIC ROUTE OR AREA TO BE CLOSED **MUST BE ATTACHED**)

N/A

Site Map and Detailed Description of Event Required

A DETAILED SITE MAP OF THE EVENT AREA AND DETAILED EVENT DESCRIPTION NARRATIVE MUST BOTH BE ATTACHED TO THIS APPLICATION. The Site Map should show locations of food and beverage vendors (noting controlled entry to any alcoholic beverage service areas), where activities will be taking place, and where any temporary infrastructure such as tents or bandstand facilities will be installed.

Insurance Carrier for Event

A Certificate of Insurance naming the City of Long Lake as an additional insured **must be submitted at least 10 days prior to the event start date.** Amount of insurance required is \$1,000,000.

Name of Insurance Carrier Illinois Casualty Policy Number 190975

Chairperson, Event Manager, or Director (Person Responsible for Duties of Permit Holder)

Full Name Neil Heinen Daytime Phone 763.350.8760

Alternate Phone _____ Email Address carboneslonglake@gmail.com

Street Address 2069 W Wayzata Blvd

City, State, Zip Long Lake, MN 55356

Organization Information

Organization Name Carbones Long Lake

Mailing Address PO Box 306

City, State, Zip Long Lake, MN 55356

Phone 763.350.8760 Fax _____

By signature below, applicant/event organizer agrees to abide by any and all conditions of Special Event Permit approval, if approved; and hereby agrees to indemnify, hold harmless, and exempt the City of Long Lake, its officers, employees, and agents from any and all claims, costs and liabilities, including reasonable attorneys' fees, in any way related to the applicant's Special Event as approved.

X Signature of Applicant  **Date** 3.12.25

****** FOR CITY USE ONLY ******

APPLICATION SUBMITTED WAS: ☒ Complete With Exhibits ☐ Incomplete – Date Completed _____

Review by Department Head or Designee

☒ Public Works	Reviewed By _____	Date <u>4/7/2025</u>
☐ Fire Department	Reviewed By <u>etc per 9m</u>	Date _____
☐ Police Department	Reviewed By _____	Date _____

Special Event Permit Approved By _____ (CITY CLERK OR AUTHORIZED DESIGNEE)

Date Approved _____ **PERMIT #** 82025-04

Conditions of Permit Approval

☒ Permit Conditions Detailed in Attached Letter Dated 4/8/2025

☐ Permit Conditions Listed Below:



April 8, 2025

Neil Heinen
Carbone's Pizzeria Long Lake
2069 Wayzata Boulevard W
Long Lake, MN 55356

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2025-04
Temporary Outdoor Patio – Carbone's Pizzeria Long Lake
Effective May 1, 2025 – September 30, 2025

Dear Applicant:

Your application for a Special Event Permit to permit installation of a Temporary Outdoor Patio for Carbone's Pizzeria Long Lake is hereby approved, subject to the conditions listed below. The Wayzata Police Chief or the Chief's designee, acting on behalf of the City of Long Lake, and Long Lake Fire Chief are each empowered to revoke this Special Event Permit at any time for any safety concerns that are not immediately resolved by the Applicant/Permit Holder or a representative of the Permit Holder.

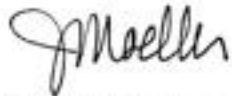
- [] No modifications may be made to the approved temporary outdoor patio site plan without prior approval of the Fire Chief and Wayzata Police Chief or the Chief's designee. The approved site plan attached to this Permit shows the location of tables (maximum of 5 picnic tables permitted) and seats with calculation of maximum number of customer seating (not to exceed 25 at any time); depicts all entry and exit points; and includes descriptions of temporary fencing materials and possible temporary lighting to be utilized. Patios for alcohol serving establishments must display a compact and contiguous service area in accordance with Minnesota Rules 7515.0430, subpart 2; and must show how alcohol will be restricted with a barrier or other means between the temporary outdoor patio and surrounding area.
- [] The temporary patio structure may only be installed consistent with the approved site plan and the Applicant's approved temporary patio narrative submitted with the permit application. The Applicant must call Fire Chief Mike Heiland for inspection of any temporary lighting installations at 952-473-9701 ext. 1.
- [] Security of the temporary outdoor patio shall be the responsibility of the Applicant/Permit Holder.
- [] Patio coverings for customers must be limited to secured umbrellas over dining tables. No permanent covering structures are permitted.
- [] Applicant/Permit Holder shall be responsible for picking up litter within 100 feet of the temporary outdoor patio on a daily basis.

- [] As the temporary outdoor patio site plan may encroach into an area of City public right-of-way along Shaughnessy Avenue, Applicant must enter into a License and Indemnification Agreement with the City of Long Lake, on a form provided by the City, prior to temporary patio installation.
- [] Signage stating "No Alcohol Allowed Beyond This Point" is required to be posted at any exits from the patio.
- [] A Certificate of Insurance listing the City of Long Lake as an additional insured is required to be submitted prior to temporary patio installation.
- [] This Special Event Permit for a temporary outdoor restaurant patio is effective May 1, 2025 through September 30, 2025. This Permit may be extended if approved in writing by the City Clerk.
- [] Failure to abide by any of the conditions in this Permit may result in permit revocation.

Please be advised that by acceptance of Special Event Permit #S2025-04, the Applicant/Permit Holder, on behalf of any and all organizations and private persons, grants authority to operate under the Special Event Permit, and agrees to indemnify and hold harmless the City of Long Lake from all claims arising from said event. The permit holder, all organizations and private persons exercising authority under this Permit, do waive and release all claims against the City of Long Lake, its officers or employees for any damage to person or property arising from the exercise of privileges granted by this Permit and agrees to hold harmless the City of Long Lake, its employees and officers from any such claim.

Thank you in advance for your cooperation, and best wishes to you and your business.

Sincerely,



Jeanette Moeller
City Clerk

Barcelona314 Corp DBA Carbone's Pizzeria Long Lake

To: **Mayor –**
Charlie Miner
Council Members –
Jahn Dyvik
Todd Newcomer
Mike Feldmann
Deirdre Kvale

From: Owners -
Sigrid & Neil Heinen

Date: 4/7/2025

Re: Temporary Patio

Comments:

We are asking for your consideration to set up a temporary enclosed patio in our parking lot on or around 5/1/25. The intention will be to use the patio as long as weather permits. The temporary patio would be identical to years past in size (30' x 40') and amount of patrons (five tables each sitting up to five people). The only change from previous years would be the possibility of setting up string lights around the perimeter.

- Parking will still be accessible from both sides
- Patio area to be contiguous to the building
- Fencing to be comprised of 2x4's to secure a perimeter
- Pedestrian entrances on north and south sides
- Easy access to building for restroom facilities
- 'No Alcohol Past this Point' signs will be posted at both exits

We thank you for your time.





CERTIFICATE OF LIABILITY INSURANCE

DATE

Section 5D.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Corporate 4 Insurance Agency INC 7220 Metro Boulevard Edina MN 55439-2133		CONTACT NAME: Jim Brakken PHONE (A/C, No, Ext): (952) 893-9218 FAX (A/C, No): (952) 893-9402 E-MAIL ADDRESS: jbrakken@corporatefour.com	
INSURED Barcelona 314 Corp DBA Carbone's Pizzeria 2069 W Wayzata Blvd Orono MN 55356		INSURER(S) AFFORDING COVERAGE INSURER A: Illinois Casualty Company INSURER B: Hartford Casualty Ins. Co. INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 15571 29424	

COVERAGES **CERTIFICATE NUMBER:** 25-26 Liquor License **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:		BP43974	01/01/2025	01/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 OTHER \$
	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER \$
	☐ UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ OTHER \$
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A				41WECAE7DAM
A	Liquor Liability		LL107355	01/01/2025	01/01/2026	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Liquor Liability Continuous Until Cancelled.

CERTIFICATE HOLDER

CANCELLATION

Long Lake

MN 55356

CITY OF LONG LAKE**TEMPORARY BUSINESS PREMISES EXPANSION
LICENSE AND INDEMNIFICATION AGREEMENT**

WHEREAS, the Applicant has sought permission from the City of Long Lake (the "City") to temporarily expand its business premises under a Special Event Permit for a seasonal outdoor temporary patio, and some or all of that expansion will encroach upon City owned property or upon City right-of-way; and

WHEREAS, as a condition of permitting such temporary expansion, the City requires that Applicant indemnify, hold harmless, and defend the City of Long Lake for and against any claims related to the City's approval of such permitting and Applicant's use of the expanded business premises contemplated in the permit, and agree to the full restoration of any City owned property or City right-of-way at Applicant's sole cost upon termination of this temporary authorization.

NOW, THEREFORE, AS CONSIDERATION FOR THE CITY'S APPROVAL OF APPLICANT'S TEMPORARY BUSINESS PREMISES EXPANSION SPECIAL EVENT PERMIT AND TEMPORARY LICENSE, APPLICANT AGREES AS FOLLOWS:

1. Applicant hereby releases the City from any claims for loss or damage to property or any injury to or death of any person arising out of or relating to Applicant's use or occupancy of the temporarily expanded business premises, or the City's grant of permission to temporarily expand said premises. Applicant shall defend, indemnify and hold the City, its directors, employees, agents, contractors, and representatives harmless from and against any and all claims, losses, costs, damages, liens and liabilities, including reasonable attorneys' fees (collectively "Claims"), arising from or related to Applicant's use or occupancy of the temporarily expanded business premises or the City's grant of permission to temporarily expand said premises, pursuant to this Agreement.
2. Applicant shall promptly, and prior to the use or occupancy of any expanded business premises, disclose the obligations contained within this Agreement to its business insurance provider(s).
3. Applicant hereby agrees to promptly, and at its sole cost, restore any portion of City owned property or City right-of-way upon termination or expiration of the rights conferred in the City's temporary license and permit to expand Applicant's business premises. Applicant acknowledges that the City's approval of this expansion of Applicant's business premises is temporary and is subject to termination by the City at any time. Any improvements made by Applicant are made at Applicant's sole cost and risk and no such improvements may permanently alter any City property or right-of-way without the separate, written permission of the City.
4. Applicant shall comply with all provisions of the City-issued permit and license as well as all other applicable provisions of federal, state, and local law.
5. The undersigned hereby certifies that she/he is authorized and empowered to bind the Applicant business to the terms of this Agreement.

I have read, understand and agree to be bound by all the terms contained herein.

APPLICANT: BARCELONA 314 CORP DBA
CARBONE'S PIZZERIA LONG LAKE

Signature: 

Print Name: NEIL HETNEN

Title: OWNER

Date: 4.8.25



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / April 15, 2025

SUBJECT: Discuss and Approve First Amendment to Agreement and Contract for Fire Protection

Prepared By: Scott Weske, City Administrator

Report Date: 4/11/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve the First Amendment to Agreement and Contract for Fire Protection.

Overview / Background

Long Lake, Orono, and Medina entered into the “Agreement and Contract for Fire Protection” on October 15, 2002 (the “Contract”) and the Contract is currently scheduled to expire on December 31, 2025.

Pursuant to the terms of the Contract, Orono provided notice of an adjustment to its service area dated June 15, 2023, which took effect on July 1, 2024 and which removed CAD zones 75F200 and 75F210 from the areas served by the Long Lake Fire Department, as delineated in Exhibit A to the proposed First Amendment.

Orono desires to have the fire departments serving its community work together to provide responsive service to all residents, businesses and visitors to the community. Exhibit B delineates the CAD zones affected by the First Amendment. The two departments’ goals for working together during the transition are addressed in Exhibit C.

The Cities of Orono and Long Lake have agreed to negotiate a new Joint Powers Agreement (JPA), fire district, or other partnership arrangement to provide fire service coverage upon the expiration of the current agreement. That new agreement will establish a new fire department by consolidating the OFD and LLFD. The nonbinding preliminary framework for the terms of the future agreement are set forth in Exhibit D.

Supporting Information

- Original Agreement and Contract for Fire Protection (accompanies Exhibit A of the First Amendment to Agreement and Contract for Fire Protection)
- First Amendment to Agreement and Contract for Fire Protection

FIRST AMENDMENT TO AGREEMENT AND CONTRACT FOR FIRE PROTECTION

THIS FIRST AMENDMENT TO AGREEMENT AND CONTRACT FOR FIRE PROTECTION (this “First Amendment”) is made and entered into this 14th day of April, 2025 by and between the City of Long Lake a municipal corporation of the County of Hennepin and State of Minnesota (“Long Lake”), the City of Orono, a municipal corporation of the County of Hennepin and State of Minnesota (“Orono”), and the City of Medina, a municipal corporation of the County of Hennepin and State of Minnesota (“Medina”), and modifies the terms of that certain Agreement and Contract for Fire Protection executed by the same parties and dated October 15, 2002. Long Lake, Orono, and Medina are sometimes collectively referred to herein as the “Contracting Cities” or each a “Contracting City.”

WHEREAS, the Contracting Cities have mutually entered into and remain bound by the terms of the Agreement and Contract for Fire Protection, and any subsequent addendums executed by the Contracting Cities and dated October 15, 2002 (the “Contract”) which expire on December 31, 2025; and

WHEREAS, the Contracting Cities have not entered into an agreement regarding fire services once the Contract expires on December 31, 2025; and

WHEREAS, pursuant to the terms of the Contract, Orono provided notice of an adjustment to its service area dated June 15, 2023, which took effect on July 1, 2024 (the “2024 Service Area Adjustment”), and which removed CAD zones 75F200 and 75F210 from the areas served by the Long Lake Fire Department (the “LLFD”) as delineated in the attached Exhibit A; and

WHEREAS, Orono desires to have the fire departments serving its community work together to provide responsive service to all residents, businesses and visitors to the community and further desires LLFD provide coverage to the areas removed via the 2024 Service Area Adjustment; and

WHEREAS, The Cities of Orono and Long Lake have agreed to negotiate a new Joint Powers Agreement (JPA), fire district, or other partnership arrangement to provide fire service coverage upon the expiration of the current agreement that establishes a new fire department by consolidating the OFD and LLFD; and

WHEREAS, the Contracting Cities desire to facilitate the expedient development of a long-term partnership agreement to deliver fire services to the Contracting Cities.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree to add terms to the Contract, as an addendum, as follows:

1. Provision of Fire Service Coverage

By this First Amendment, Orono formally requests and the other Contracting Cities agree as follows:

Orono will add LLFD to Hennepin County CAD Zones 65F200 and 65F210. These Hennepin County CAD Zones represent all areas removed from the LLFD service area via the 2024 Service Area Adjustment, specifically Hennepin County Dispatch CAD Zones 75F200 and 75F210, and as described and delineated in the attached Exhibit B, for all incident types, effective after the full execution of this First Amendment and upon subsequent written confirmation from Hennepin County Sheriff's Office Dispatch that the affected areas have been reprogrammed.

The Contracting Cities acknowledge that the 2025 LLFD operating budget was prepared without contemplation of the CAD Zones 65F200 and 65F210. Any increased operating expenses which result shall be paid for in accordance with the Cost Sharing Formula in Section 19 of the Contract.

Contracting Cities will add OFD to Hennepin County Dispatch for all CAD Zones within the current LLFD service area for all incident types in accordance with Exhibit B. Orono agrees not to charge the partner Contract Cities for any of the expenses associated with OFD's response.

2. Fire Service Operations

The Contracting Cities agree to the goal of achieving 'OFD/LLFD Joint Operations Procedures' as described in Exhibit C as a means of working together and transitioning to a consolidation of the two departments.

3. Development of Future Fire Services Agreement

The Contracting Cities agree to the terms set forth in the "Orono / Long Lake New Fire Service Contract Term Sheet", Exhibit D, and to immediately mutually commit to the development of a new, long-term Joint Powers Agreement (JPA), fire district, or other partnership arrangement to provide fire service coverage upon the expiration of the current agreement and that establishes a new fire department by consolidating the OFD and LLFD, and any other interested partners, as may be feasible. In order to appropriately budget fire service, the parties intend to execute a JPA by July 1st 2025. For the avoidance of doubt, until a JPA or fire district is executed the terms set forth in Exhibit D are nonbinding.

The Contracting Cities have identified January 1, 2026 as the intended effective date of such agreement.

4. Extension Right

To facilitate a fair and thorough negotiation and development process for a future fire services agreement, and to prepare for any potential delays in the intended process, the Contracting Cities agree that either Long Lake or Orono may, upon sixty days' written notice to the other Contracting Cities, elect to extend the termination date of the existing Contract to December 31, 2026. However, Long Lake or Orono may only exercise this extension option if the city has participated in good faith negotiation of terms for a future fire services JPA or fire district with all other willing Contracting Cities, through September 1, 2025. The Contract shall not be extended further without mutual agreement of the Contracting Cities except that it shall be automatically extended to the commencement date of a new fire services agreement in the event a fire service JPA or fire district agreement is reached between all the Contracting Cities and the effective date of such future agreement is after January 1 in the year the Contract is scheduled to expire. In the event the JPA or fire district is not fully executed by July 1, 2026, Orono is permitted to hire paid on-call firefighters, including Long Lake paid-on call firefighters.

The Contracting Cities agree that the LLFD budget for any extension period shall not exceed the budget approved by the Contracting Cities in the calendar year immediately preceding the extension, adjusted on a pro rata basis. Orono hereby agrees that Orono shall not reduce the size of its service area covered by the LLFD fire prior to the termination of the Contract, as amended by this First Amendment, absent mutual agreement of the Contracting Cities.

5. All Other Terms Remain in Effect

This First Amendment modifies the Contract exclusively as to the subject matter specifically addressed herein. All other terms of the Contract remain in full force and effect. In the event of any conflict between the Contract and this First Amendment, this First Amendment shall control.

6. Counterparts

This First Amendment may be executed in any number of counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute one and the same instrument.

[Signature page to follow]

Approved by the Cities of Long Lake, Orono, and Medina on the date first written above.

CITY OF LONG LAKE

ATTEST

MAYOR

CITY ADMINISTRATOR

CITY OF ORONO

ATTEST

MAYOR

CITY ADMINISTRATOR

CITY OF MEDINA

ATTEST

MAYOR

CITY ADMINISTRATOR



CITY OF ORONO

2750 KELLEY PARKWAY, ORONO, MINNESOTA 55356

www.oronomn.gov

Section 7A.

15 June 2023

Long Lake City Administrator Scott Weske
City of Long Lake
450 Virginia Avenue
PO Box 606
Long Lake, MN 55356

Medina City Administrator Scott Johnson
2052 County Road 24
Medina, MN 55340

RE: NOTICE OF ADJUSTMENT TO CITY FIRE SERVICE AREA PURSUANT TO AGREEMENT AND CONTRACT FOR FIRE PROTECTION

Dear City Administrator Weske and City Administrator Johnson:

The City of Orono services this **Notice of Adjustment** to alter the City Fire Service Area pursuant to the Agreement and Contract for Fire Protection dated October 15, 2002 [hereinafter: the Contract] section 21. For your convenience, a copy of the Contract is attached at Exhibit B. Section 21 of the Second Contract provides that:

In the event that a Contracting City wishes to decrease and/or alter the location of its City Fire Service Area it may do so by specifying those changes in writing by July 1 of the year prior to the contract year with respect to which such change is to be effective.

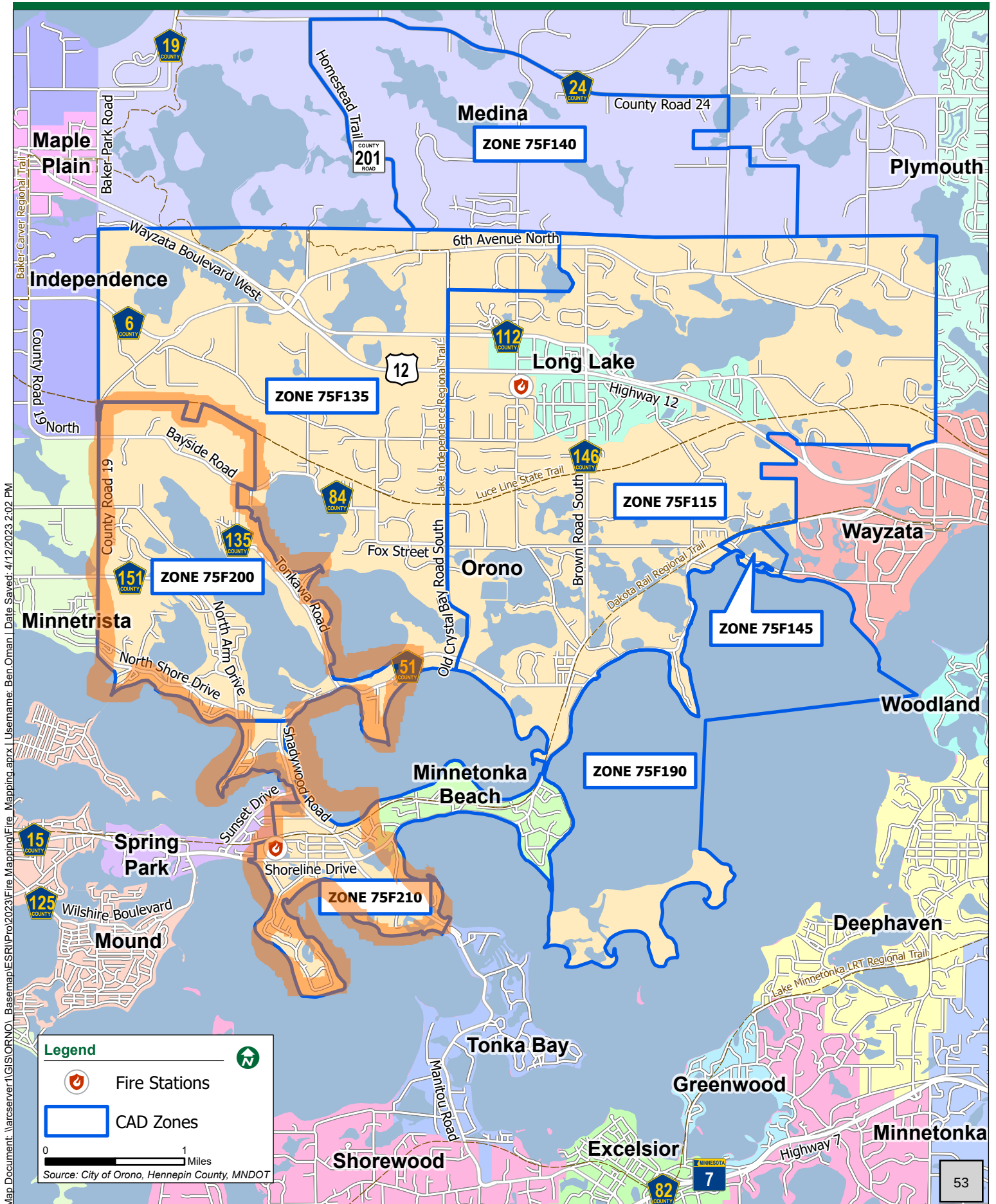
Accordingly, the City of Orono hereby specifies and notifies the City of Long Lake and the City of Medina that it shall reduce its City Fire Service Area for the contract year beginning July 1, 2024.

Beginning July 1, 2024, the City Fire Service Area for the City of Orono shall be as depicted in the map attached here as Exhibit A. The area of Orono removed from the LLFD service area is identified by orange highlighter and consists of CAD zones 75F200 and 75F210.

Please contact me with any questions or concerns.

Sincerely,

Adam Edwards
City Administrator



AGREEMENT AND CONTRACT FOR FIRE PROTECTION

THIS AGREEMENT AND CONTRACT made and entered into this 15 day of October, 2002 by and between the City of Long Lake a municipal corporation of the County of Hennepin and State of Minnesota (hereinafter referred to as Long Lake), the City of Orono, a municipal corporation of the County of Hennepin and State of Minnesota (hereinafter referred to as the Contracting City), and the City of Medina, a municipal corporation of the County of Hennepin and State of Minnesota (hereinafter referred to as the Contracting City), and witnesseth:

WHEREAS, the City of Long Lake has the facilities and equipment and is willing and able to provide fire protection service to the Contracting City, and

WHEREAS, the Contracting City does desire to have fire protection service furnished by the City of Long Lake Fire Department.

NOW, THEREFORE in consideration of the covenants herein contained the parties hereto agree as follows:

1. Definitions

- A. The term Contracting City or the Contracting Cities means any city which is a party to this Agreement or similar Agreement which by its terms is interrelated with this Agreement for the purposes of sharing the costs and the services of fire protection provided by the Long Lake Fire Department. The Contracting Cities are Orono, Medina and Long Lake.
- B. City Fire Service Area is the area within a Contracting City receiving fire protection from the Long Lake Fire Department. (City Fire Service areas are shown in Appendix A. attached.) The Total Fire Service Area is the sum of all City Fire Service Areas.

2. Services to be Rendered

During the term of this agreement Long Lake shall furnish all the fire fighting services, rescue/medical rescue services, and related fire protection services to the Contracting Cities for the Total Fire Service Area outlined in red on the attached map marked Exhibit A hereinafter referred to as "The Total Fire Service Area." All of said Total Fire Service Area is located within the corporate limits of the Contracting Cities.

3. Level of Service

Long Lake through its fire department shall endeavor to provide the services listed in paragraph 2 above, including but not limited to, protecting and saving life and property from destruction by fire in the City Fire Service Area of each Contracting City to the

same extent as it does within the City Fire Service Area of Long Lake. In the event of two fire calls received within the same time frame, the call first received shall have priority and the second call shall be answered as soon as possible. Long Lake will furnish sufficient staff to each call to safely, legally and effectively operate all necessary vehicles and equipment and provide all necessary services.

4. Command Responsibility

Subject to the terms of this agreement, the Fire Chief of Long Lake or the Chief's designee shall have the sole and exclusive right and responsibility to prescribe the manner and method of giving the alarm for fire within the Total Fire Service Area and to prescribe the manner and method of responding to calls and rendering the services contemplated. The said Fire Chief or designee shall immediately upon arriving at the scene of any alarm or fire emergency have the sole and exclusive responsibility and authority to direct and control any and all fire fighting and the emergency operations at such scene or scenes.

5. Volunteer Fire Fighters of the City of Long Lake

Personnel assigned to provide fire protection services in the Contracting Cities shall be volunteer firefighters of the City of Long Lake, which City shall assume all obligations with regard to Worker's Compensation, Firemen's Relief Association, withholding tax, insurance, etc. for such volunteer firefighters, if any.

The cost of such obligations shall be a part of the costs attributed to the operation of the Long Lake Fire Department and will be included in the Annual Fire Services Budget Package.

6. Nature of Long Lake Undertaking

In no event shall this agreement be construed to fix upon Long Lake any responsibility or liability to the Contracting Cities or to third parties which are greater or different in kind than the responsibilities and liabilities borne by the Contracting Cities if they were providing such services through their own fire departments.

7. Liability Insurance

Long Lake shall carry liability insurance in an amount no less than \$1,800,000.00 protecting itself and the other Contracting Cities against damage claims of its fire fighters for personal injury sustained while in service within the said limits of the Contracting Cities as hereto set forth. The amount of the insurance coverage shall be reviewed annually and if determined to be inadequate the amount of the coverage shall be adjusted accordingly. And further, Long Lake shall carry liability insurance in an amount no less than \$1,800,000.00 saving the contracting cities harmless so far as acts of the City of Long Lake, its fire department and its fire fighters are concerned. The City of Long Lake shall review the amount of the coverage annually and if determined to be inadequate, the

amount of the coverage shall be adjusted accordingly. The cost of such insurance shall be a part of the costs attributed to the operation of the Long Lake Fire Department and will be included in the Annual Operating Budget. Nothing in this contract shall be construed as waiving the statutory liability limits of any city, which is a party to this contract.

8. Long Lake Operational Responsibility

The City of Long Lake shall be responsible for managing the operation of the Long Lake Fire Department, and for managing the on-going operation and maintenance of the Long Lake fire station. This includes carrying builders risk insurance during construction of the new Fire Station and carrying hazard insurance on the Fire Station thereafter. Long Lake shall charge an annual Administrative Fee for these services. The Administrative Fee of \$17,200 for 2002 includes Long Lake's administrative overhead expenses. The Administrative Fees may be adjusted from year to year through the Annual Fire Services Operating Budget review and approval process. The costs related to the operation of the Fire Department, including the on-going operation and maintenance of the Fire Station, shall be included in the Annual Fire Services Operating Budget.

9. Budget Package

The Long Lake Fire Department's annual operating expenditures will be controlled through an Annual Fire Services Operating Budget. When the Annual Fire Services Operating Budget is approved, the expenditures may not exceed the level set in the Budget without the approval of all parties to the contract. If, during the 20-year term of the agreement, a Contracting City chooses not to approve a proposed Annual Fire Services Operating Budget, the Annual Fire Service Operating Budget increase will be limited to the average annual General Fund Budget increase of the Contracting Cities, until a new Annual Fire Services Operating Budget is approved by all Contracting Cities.

9.1 Definitions

- A. The Annual Fire Services Operating Budget refers to the calendar year operating budget of the Long Lake Fire Department. This budget will become the official Annual Fire Services Operating Budget upon ratification by the Contracting Cities. The Annual Fire Services Operating Budget incorporates all costs of departmental operations including, but not limited to, the costs of the on-going operation and maintenance of the fire station, Long Lake's Administrative Fee as defined in Section 8 of this Agreement, and annual contributions to the Long Lake Volunteer Fire Relief Association Retirement Fund.
- B. The Annual Fire Services Capital Budget refers to the calendar year capital budget of the Long Lake Fire Department. The Annual Fire Services Capital Budget includes Major Equipment items and major repairs/rehabilitation of the Fire Station.

9.2 Budget Process

By August 15 of each year during which this agreement remains in effect, the City of Long Lake will provide an Annual Fire Services Operating Budget and an Annual Fire Services Capital Budget covering the costs related to the provision of fire protection for the next year. The budgets presented to the Contracting cities must have been presented to the Joint Advisory Committee prior to August 1 for discussion and review. Although it is expected that the Annual Fire Services Operating and Capital Budgets which are provided to the Contracting Cities by the City of Long Lake will have the consensus support of the Joint Advisory Committee, that is not a requirement since each Contracting City has the opportunity for final ratification or rejection.

10. Term of this Agreement

This Agreement covers the period January 1, 2002 through December 31, 2020. A contract year covers the period January 1 through December 31 of a calendar year.

This Agreement will become effective upon ratification by the Contracting Cities. The term of this agreement will be extended for a period of five years unless this Agreement is terminated as provided in Section 20 of the Agreement.

11. Capital Expenditures

Capital expenditures include major equipment and major maintenance, repair, or rehabilitation to the fire station. Major equipment is defined as "rolling stock" or similar major equipment assets required for performing the fire department mission in the Fire Protection Area. To qualify as major equipment, such assets must have an initial purchase value of at least \$10,000. To qualify as major maintenance, repair, or rehabilitation, the cost must be at least \$10,000.

The City of Long Lake and the Long Lake Fire Department shall prepare a 15-year major equipment replacement plan, and a 15-year plan for major maintenance, repair, or rehabilitation items related to the fire station. These 15-year plans will be the basis for the preparation of an annual capital budget. Neither the approval nor lack of disapproval of the 15-year plans by the Contract Cities creates any obligation for final approval or funding of any specific capital expenditure. Final approval of capital expenditures occurs as part of the Annual Fire Services Capital Budget approval process.

Capital expenditures must be approved by a minimum of two cities and the combined funding shares of the two cities must be greater than 60%. Once this level of approval is obtained, all Contract Cities are obligated to fund their share of the expenditures.

The final approval of capital expenditures occurs as part of the Annual Fire Services Capital Budget approval process. When a city approves the Annual Fire Services Capital Budget, the city is also agreeing to pay its share of the cost of capital expenditures

included in the Annual Fire Services Capital Budget up to the budgeted amount, for the items budgeted.

Each Contracting City agrees to maintain its own fund for capital expenditures. When a capital expenditure is to be made, the following process for sharing the funding will be used:

- A. Long Lake will have the option of funding any percentage of the total, which is equal to or greater than the average of its last three City Budget Percentages including the current calendar year.
- B. Orono will have the option of funding the remaining amount. If Medina does not wish to fund the total of the remaining amount, it must fund at least the average of its last three City Budget Percentages including the current calendar year and may fund more if it chooses.
- C. Medina will fund the balance remaining to be funded after Long Lake and Orono have specified their funding amounts.

11.1. Disposition of Major Equipment Upon Termination

In the event that this Agreement is terminated as provided in section 20 of this Agreement, Long Lake will have the right to purchase each Contracting City's ownership share of each Major Equipment item for cash at the original amount funded by that city. In the event Long Lake does not exercise its right to acquire the major equipment items within sixty (60) days of termination, it will have waived its right to acquire full title to the equipment. If Long Lake waives its right to acquire full title to a particular Major Equipment item, the Contracting City with the largest ownership share of that item shall have the right to acquire full title to the item by paying the amount funded by each of the other Contracting Cities. If that City declines to acquire full title, the remaining Contracting City may acquire title on the same terms. In the event that no Contracting City wishes to acquire full title to a particular Major Equipment item, it shall be sold and the proceeds of the sale divided between the Contracting Cities pro-rata to their original funding. All Major Equipment items funded during the term of the contract, including extensions, will be covered by this terminating procedure.

The dissolution language applies to all equipment purchased, and fund balances accrued, since January 1 of 1993. This language is not intended to address any claim cities may have regarding equipment purchased prior to January 1, 1993.

No contracting city shall have the right to transfer or encumber any major equipment purchased after January 1, 1993.

12. Emergency Expenditures

When there is a need for emergency major equipment repair or emergency building repair, or other emergency need that will have a substantial negative impact on the operational capabilities and/or safety of the firefighters or of the fire station if not immediately addressed, the emergency expenditures may be authorized by the Long Lake City Administrator and the Long Lake Fire Chief, or their designees. If these costs exceed the approved budget amounts, the Long Lake City Administrator and/or the Fire Chief will, within thirty days of the expenditures, notify the Contracting Cities of the expenditure, including an explanation of the emergency need. Emergency expenditures will be shared according to the cost sharing formula set out in this contract. Any reimbursement of the emergency expenditures through insurance, emergency/disaster assistance funding, or other sources will be credited to the Contract Cities in the same manner as the costs were shared.

13. Annual Audit of Actual Costs

The Contracting City understands and agrees that it is impossible to project with complete accuracy the actual costs of labor and equipment as well as the service to be required by each Contracting City for the forthcoming contract year and thereby hereby agrees to a yearly audit to adjust the prior year's estimated cost of service as set forth above to the actual costs incurred by the City of Long Lake. On or before April 30th of each year the City of Long Lake will tabulate the actual cost of the fire department budget for the prior contract year and will submit to the Contracting Cities a summary of the actual costs. The actual costs set forth for the prior contract year may result in either a surplus or deficit with respect to that year's Annual Operating Budget. Any surplus shall be refunded to the contract cities in the same ratio as the cost allocation formula. Any deficit shall be funded by the contract cities in the same ratio as the cost allocation formula. It is expected that expenditures will remain within the Annual Operating Budget amounts and will only exceed such budget amounts in the case of an emergency expenditure as provided in Section 12 or when mutually agreed to by the Contracting Cities as provided in Section 14 of this Agreement.

14. Unforecasted Expenditures

Notwithstanding any of the above, the Contracting Cities shall have the right to be heard regarding any proposed expenditures which are not identified in the Annual Operating Budget and which exceed \$5,000. Notice of such proposed, non-budgeted expenditures shall be given in writing to the Contracting Cities prior to actual expenditures for such items and the Contracting cities shall thereafter have 21 days in which to approve or disapprove the same in writing and if there is no response which disapproves the expenditure, it is agreed that such proposed expenditures may be made and the cost thereof shall be included in the Annual Operating Budget as if ratified originally.

15. Contract Payments

The City Budget Share (See Section 16.2) of each Contracting City shall be paid in equal quarterly installments on January 1, April 1, July 1 and October 1 of the next contract year by the Contracting City to the City of Long Lake.

Long Lake agrees to provide each Contracting City with reasonably detailed information relating to the actual expenditures against the Annual Operating Budget at its request and on a quarterly basis and agrees to make its records available to the Contracting City for inspection for the purpose of determining the basis for the allocation of costs to fire protection.

16. Arbitration

If a Contracting City is aggrieved by the determination of the City of Long Lake as to the allocation of the actual costs of the prior year's service, the Contracting City may appeal said determination within 30 days after receipt of the City of Long Lake's audit. Said appeal shall be in writing and shall be addressed to the City of Long Lake asking for arbitration by a board of arbitration. The Board of Arbitration shall consist of three persons; one to be appointed by the City of Long Lake, one to be appointed by the appealing Contracting City, and the third to be appointed by the two so selected. The name of each arbitrator shall be submitted in writing to the other party. In the event that the two arbitrators so selected do not appoint the third arbitrator within 15 days after receipt of written notice of appointment of either of the first two arbitrator's, the Chief Judge of the District Court of Hennepin County shall have jurisdiction to appoint, upon application of either the Contracting Cities or the appealing Contracting City, the third arbitrator to the Board. The third arbitrator selected shall not be a resident of either Contracting City, and shall be a city manager or administrator. The arbitrator's expenses, not including counsel fees, incurred in the conduct of the arbitration, shall be divided equally between the parties to the arbitration. Arbitration shall be conducted in accordance with the Uniform Arbitration act, Chapter 572 of the Minnesota Statutes, and any decision shall be rendered within 60 days of appointment of the third arbitrator. Said arbitration shall be binding on both parties.

17. Special Fire Funds

In order to facilitate the accounting and reporting of all fire funds associated with the Annual Operating Budget, a Fire Operating Fund will be maintained by the City of Long Lake. No Major Equipment Fund will be maintained by the City of Long Lake on behalf of the Contracting Cities as a part of this agreement since under the provisions of Section 11 each Contracting City agrees to maintain an Equipment Fund on its own.

18. Fire Services Joint Advisory Committee

Each Contracting City may appoint two volunteer members to a Fire Services Joint Advisory Committee and the name of such appointees shall be furnished to Long Lake. The Fire Services Joint Advisory Committee shall meet no less than four times per year to discuss and make recommendations regarding concerns or problems identified regarding the provision of fire service, and to periodically review budget updates. The Fire Services Joint Advisory Committee shall have the specific task of reviewing the Fire Department's operating and capital budget proposals for the next calendar year and arriving at a consensus Annual Fire Services Operating Budget and Annual Fire Services Capital Budget by August 15 of each calendar year.

19. Cost Sharing Formula

Each of the Contracting Cities receiving fire service from the Long Lake Fire Department shall pay a share of the costs of the Annual Fire Services Operating and Capital Budgets. The City's Budget Share will be based upon a formula, which takes into account the Market Value of the protected property and the fire department staff resources utilized to protect the property. The objective is to fairly allocate "insurance" type costs and "effort and variable" type costs. The Contracting Cities have agreed that 70% of the share allocation will be based upon Market Value and 30% upon fire department hours expended on calls to the City Fire Service Area.

19.1 Definitions:

- A. City Fire Service Area is the area within a Contracting City provided fire protection under this contract. The City Fire Service Area for each Contracting City is shown in Appendix A (attached).
- B. City Fire Service Area Market Value is the assessed market value of the property in the City Fire Service Area and is based upon the assessed market value for the year immediately preceding the budget year. The source of the assessed market value data shall be the Hennepin County Assessor's Office.
- C. Total Service Area Market Value is the sum of the City Fire Service Area Market Values of all contracting cities.
- D. City Market Percent is the percentage computed by dividing the City Fire Service Area Market Value by the Total Service Area Market Value and multiplying by 100.
- E. City Call Hours is the total number of fire fighter hours expended in responding to calls in the City Fire Service Area as recorded by The Long

Lake Fire Department during the preceding three year period measured from January 1 through December 31.

- F. Total Call Hours is the total number of fire fighter hours expended in responding to calls in all contracting cities during the previous three-year period measured from January 1 through December 31.
- G. Call Percent is the percentage computed by dividing the City Call Hours by the Total Call Hours and multiplying by 100.
- H. City Budget Percentage is the percentage derived from the sum of the City Market Percent multiplied by 0.7 and the City Call Percent multiplied by 0.3.

19.2 Budget Share Computation:

City Budget Share is the City Budget Percentage multiplied by the Annual Fire Services Operating Budget and the resulting product divided by 100.

19.3 Formulae for Calculations

- A. City Market Percent = $(B \times 100) / (C)$ percent

Where B = City Fire Service Area Market Value
C = Total Fire Service Area Market Value

- B. Call Percent = $(E \times 100) / (F)$ percent

Where E = City Call Hours
F = Total Call Hours

- C. City Budget Percentage = $[(\text{City Market Percent} \times 0.70) + (\text{Call Percent} \times 0.30)]$

- D. City Budget Share = $(\text{City Budget Percentage} / 100) \times (\text{Annual Operating Budget less Major Equipment expenditures})$

- E. The City Budget Share of capital expenditures is determined under the provision of Section 11.

20. Termination of this Agreement

This Agreement shall be terminable only as follows:

- 1. For "Good Cause" by any city that desires to terminate its participation in the Agreement provided that such termination is preceded by a minimum of 36-

months notice. "Good Cause" shall mean, but is not limited to, a pattern of inadequate service quality; including inadequate response to call, inadequate training, and inadequate handling of calls; and/or a pattern of budget overruns.

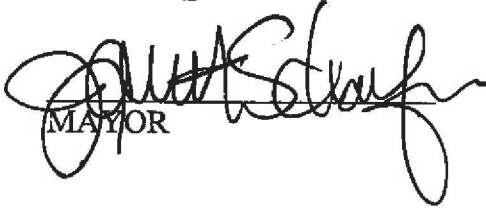
2. For breach of contract;
3. By mutual agreement of all cities covered by the agreement.
4. City of Medina may terminate its participation in this Agreement without cause, subject to providing a twenty-four month notice of termination.
5. This agreement may be renegotiated or terminated by the cities to enable participation in a fire district or similar organizational arrangement.

21. Provision to adjust City Fire Service Area

During the period of this agreement a Contracting City may request that its City Fire Service Area be reduced or increased in size. Such a request must be made prior to July 1 of the Contract Year to allow time for preparing the Annual Fire Services Budget for the succeeding Contract Year. In the event that a Contracting City proposes an increase to its City Fire Service Area, the City of Long Lake in consultation with the Long Lake Fire Department shall have the right to limit the increase to assure that coverage at the service level provided under this agreement can be achieved by the Fire Department. The service area shall not be increased to the extent that it requires the purchase of additional equipment unless all parties to the contract agree. In the event that a Contracting City wishes to decrease and/or alter the location of its City Fire Service Area it may do so by specifying those changes in writing by July 1 of the year prior to the contract year with respect to which such change is to be effective.

Approved by the Cities of Long Lake, Orono, and Medina on the date first written above.

CITY OF LONG LAKE


MAYOR

ATTEST


CITY ADMINISTRATOR

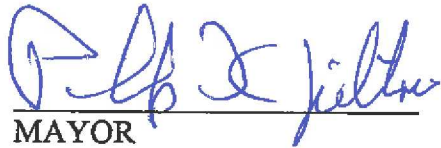
CITY OF ORONO


MAYOR

ATTEST


CITY ADMINISTRATOR

CITY OF MEDINA

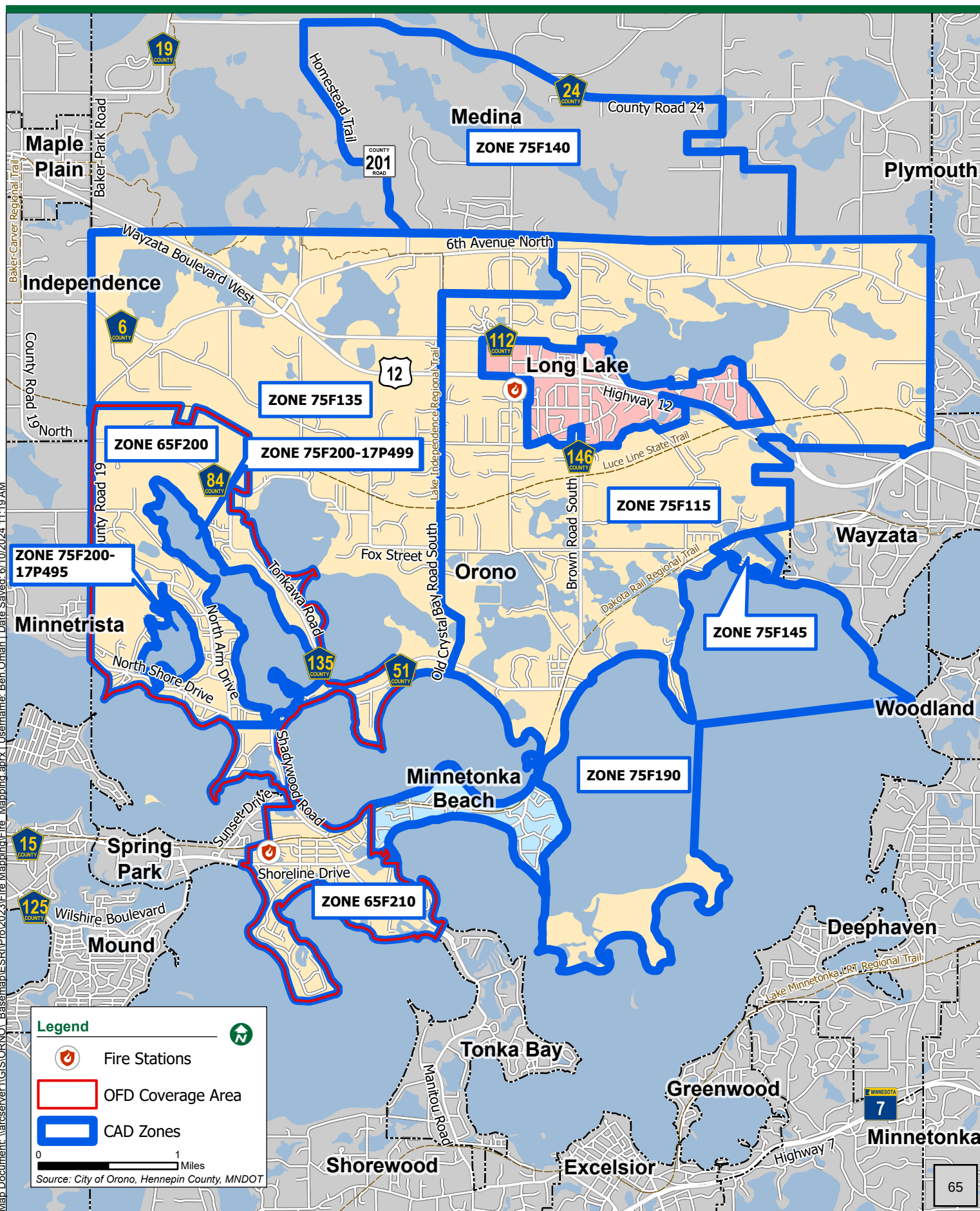

MAYOR

ATTEST


CITY ADMINISTRATOR, Acting



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OFD/LLFD Joint Operations Procedures

April 9, 2025

1. Staffing

- OFD may employ full-time and part-time firefighters
- LLFD may employ full-time, part-time and paid-on-call (POC) firefighters
- Current OFD paid-on-call (POC) and part-time firefighters not on the LLFD may apply to the LLFD
- Orono and Long Lake agree to provide confirmation of background checks for firefighters hired since 2022

2. Fire Service Coverage Programs

- **Joint Duty Crew Program**
 - Covers all OFD / LLFD CAD Zones as established with Hennepin County
 - Developed and coordinated by OFD / LLFD Leadership, to include:
 - OFD part-time firefighters retain priority to staff shifts
 - LLFD firefighters are eligible to staff available shifts
 - Daily hours/shifts to reflect coverage needs and POC support structure
 - Multi-Station positioning
 - LLFD members filling Duty Crew shifts are compensated commensurate with current OFD Duty Crew pay structure
 - Orono shall be responsible for all costs of the Joint Duty Crew Program
- **LLFD Duty Crew Program**
 - LLFD retains authority to operate a voluntary Duty Crew Program
- **Duty Officer Program**
 - Covers all OFD / LLFD CAD Zones as established with Hennepin County
 - Developed and coordinated by OFD / LLFD Leadership, to include:
 - LLFD officers are eligible to staff available shifts
- **POC Program**
 - Covers all OFD / LLFD CAD Zones as established with Hennepin County
 - LLFD response only
 - OFD / LLFD Leadership to evaluate / modify POC Call Out procedures as needed

3. Equipment Training and Use

- **Joint Training Program**
 - Developed by OFD / LLFD Leadership, to include:
 - OFD and LLFD will train together on a consistent and scheduled basis
 - OFD and LLFD firefighters will be trained on both OFD and LLFD equipment
- **Equipment Use**
 - Firefighters may utilize each department's vehicles and equipment if members operating such equipment have been properly trained
 -

OFD/LLFD Joint Operations Procedures

April 9, 2025

4. Fire Station Usage

- Developed by OFD / LLFD Leadership, to include:
 - OFD part-time firefighters have access to LLFD Stations 1 and 2 during Joint Duty Crew Program hours.
 - LLFD firefighters can access OFD Stations 1 and 2 during Duty Crew Program hours
 - OFD and LLFD Leadership will determine operational procedures for LLFD and OFD Station usage for the Joint Duty Crew Program
 - OFD use of LLFD Stations will not interfere with LLFD's use of the LLFD operated Stations

5. Operational Authority

- The LLFD Fire Chief and the LLFD Fire Advisory Board maintains oversight for all LLFD CAD Zones as established with Hennepin County
- NFPA 1561 Standard on Emergency Services Incident Management System and Command Safety will be followed for incident command.
- LLFD Command responsibility will follow Section 4 of the original Contract

First Amendment – Exhibit D
Orono / Long Lake New Fire Services Term Sheet

Orono / Long Lake
New Fire Service Contract
Term Sheet
April 9, 2025

1. Objective.

- a. Consolidation of the two current departments into one new department to provide exceptional service to the current service area while utilizing the assets of each member community through a joint effort.
- b. Establish a Joint Powers Agreement (JPA) between Long Lake and Orono. Other stakeholders (e.g. Medina or Minnetonka Beach) may join the JPA or receive fire protection through a service agreement.
- c. Explore the option of establishment of a fire district with taxing authority, but the establishment of a JPA would not be contingent upon or delayed by the establishment of a fire district.

2. Term of Contract.

- a. JPA (or fire district, if agreed upon) would be effective no later than the termination date of the existing contract, as amended by the First Amendment.
- b. Term is TBD, but no shorter than 5 years, unless the parties agree to form a fire district, with automatic renewals of 3 or 5 years.
- c. Each party shall have the right to withdraw from the JPA or fire district upon the provision of adequate notice to other parties. The notice period is TBD and dependent upon the determined terms but shall not be less than 2 years unless all parties agree to a shorter term.

3. Governing Body / Decision Making.

- a. Establish a board to oversee the department.
- b. Make-up of the board - Voting members appointed by cities, with Orono to have no less than 50% of the members until such time as Orono is paying less than 50% of the cost. The parties agree that an even-numbered board could be used. If Orono's portion of the costs were to drop below 50%, Orono is amenable to a one vote per city approach. Each city's administrator would be an ex-officio/non-voting member of the board.
- c. The cities will research and determine the appropriate representation of the board by evaluating examples of other JPA's/fire districts in Minnesota and what has worked well and not worked well.
- d. Board Powers - Staffing, budgeting, capital planning, procurement, organizational structure changes, review department performance, and entry into mutual aid agreements.
- e. Budget and Service Levels – Unless a taxable fire district is established, cities to retain approval of their portion of budget and capital plan contribution amount. The establishment of and any amendment to a capital improvement plan (CIP), an annual operating budget, and levels of service shall be the responsibility of the board. The board shall submit an annual Capital contribution amount, annual operating budget, and any amendments thereto as well as any amendment to the levels of service to each member city. Each member city must approve the Capital contribution amount, annual operating budget, and/or change in level of service by City Council action. A vote to approve the Capital contribution amount, annual operating budget, and/or level of service or any amendments thereto shall be binding upon the member city. If any member city does not approve the board's recommended Capital contribution amount, annual operating budget, and/or level of service or any amendments thereto, then the member

First Amendment – Exhibit D
Orono / Long Lake New Fire Services Term Sheet

Section 7A.

cities shall expediently convene a meeting to consider and resolve the matter. Until such resolution is achieved, the most recently approved Capital contribution amount, annual operating budget, and/or service level shall be utilized by the board.

4. Operational Model.

- a. New department to include full-time, part-time and paid on call personnel to include duty crew and duty officer structures.
- b. New department to provide and JPA to outline full spectrum of fire services. (e.g., firefighting, rescue, emergency medical, fire code enforcement and review, Hazmat response, disaster response, fire prevention, etc.).
- c. JPA to outline levels of service to be provided to ensure the department meets NFPA guidelines and OSHA requirements along with state and local ordinances and best practices.

5. Administration.

- a. Governing board will determine the appropriate resources needed to provide administrative and operational support, including finance, human resources, fleet and facilities.
- b. Orono and Long Lake agree to cooperate with one another and the current relief associations on facilitating a Relief Association for the department's POC members. Recommend the formation of a subgroup to work on options for this issue.
- c. The Orono and Long Lake City Administrators will collaborate to determine the appropriate method for filing for Fire State Aid disbursements with the goal of preventing any disbursements for the fire service area from being lost
- d. If received, Orono will agree to provide an amount of funding equal to 2025 Fire State Aid for the Orono Relief Association to the new combined Relief association special pension fund.

6. Cost Sharing Model.

- a. Operating and capital funds to be established to support the department.
- b. Operating budget to be approved annually by the board.
- c. Capital Improvement Plan to be approved annually by the board.
- d. Contribution to the Capital fund to be approved annually by the board.
- e. JPA operating and capital costs to be distributed using a 1/3 call volume, 1/3 property value, and 1/3 population formula.

7. Capital.

- a. Upon the parties' establishment of a JPA:
 1. Current ownership of vehicles and equipment to stay as is, subject to any changes mutually agreed-upon by the parties.
 2. Revenues from disposal of excess equipment to be added to the Department capital fund.
 3. Facilities will not be owned by the department but will be leased to the department by the owner(s).

8. Settlement of Legal Claims

- a. The negotiating teams have agreed to a preliminary framework to settle all legal actions brought by Long Lake vs. Orono.
- b. A formal settlement agreement to be subject to approval and execution by the respective councils prior to or concurrent with the approval and execution of a JPA.

First Amendment – Exhibit D
Orono / Long Lake New Fire Services Term Sheet

Section 7A.

9. Department Name.

- a. A new name will be needed for the new department. A task force will be established to choose.

10. Process.

- a. Respective negotiating teams agree to broad terms and establish milestones for obtaining an agreement.
- b. City Staff (administrator and attorneys) tasked to work out details of JPA.
- c. A task force(s) of existing firefighters and potentially community members will be established to provide input on process and key aspects of new department functions, including:
 - Department name
 - Input on equipment to retain
 - Relief association issues



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / April 15, 2025

SUBJECT: Review City Council Code of Conduct Policy

Prepared By: Jeanette Moeller, City Clerk

Report Date: 4/8/2025

Recommended City Council Action

Staff recommends the following:

Option A - Motion to adopt the City Council Code of Conduct Policy as presented.

Option B - Motion to adopt the City Council Code of Conduct Policy with the following amendments (please summarize any amendments/revisions).

Option C – Provide direction to staff on requested content changes, and defer adoption to an upcoming meeting pending completion of a revised draft.

Overview / Background

Minnesota cities have embraced a growing trend of adopting a Code of Conduct for their City Councils in order to:

- Foster transparency, trust, and confidence in local government;
- Highlight relevant state laws (for example, Open Meeting Law) and statutes that govern the roles of elected officials;
- Identify best practices to help set the tone for Council member professionalism in both public and private interactions;
- Establish guidelines to improve collaboration and maintain a positive, respectful culture at City Hall and at Council meetings; and
- To provide a tool to assist in the orientation process for newly elected City Council members.

As a draft ordinance amending Chapter 2 (Administration) of the City's Code of Ordinances to include general City Council operating guidelines is in progress, this is an opportune time for the Long Lake City Council to consider also adopting a Code of Conduct that could ultimately be cross-referenced in the Code update. Staff reviewed and researched a number of area cities' Code of Conduct or Code of Ethics documents, and has prepared the attached 'City Council Code of Conduct Policy' for the Council's review and consideration.

Supporting Information

- City Council Code of Conduct Policy



City of Long Lake City Council Code of Conduct Policy

Date of Adoption: _____, 2025

Policy Revised:

I. Purpose

Long Lake residents and businesses deserve a fair, ethical and accountable local government which earns the public's full confidence. Proper and efficient operation of municipal government requires that its public officials be independent, impartial and responsible to citizens and property owners; that municipal governmental decisions and policy are made in accordance with the procedures established by the City; and that municipal public office is never to be used for personal gain. Recognizing these goals, this Code of Conduct is established by and for the members of the Long Lake City Council to reflect a shared responsibility for maintaining a professional environment; providing standards for conduct in city matters; fostering a culture of trust, respect, and candor as a Council; committing to eliminating conflicts of interest; and for promoting the public's confidence and faith in the integrity of their City government.

II. Standards of Conduct

Members of the City Council, whether elected or appointed, shall comply with all applicable federal laws, state laws, City ordinances and resolutions, and City policies in the performance of their public duties. City Council members shall be patient, respectful, polite and courteous to each other, as well as to the public and to members of the City's staff. Recognizing these goals, this Code of Conduct Policy is established for the City Council of the City of Long Lake to include the standards of ethical conduct and rules of law set forth in this section.

- a. **Authority.** In statutory cities, powers are granted to City Council members as a whole body, and not to individual members. Members may not represent a personal opinion or position as being that of the City Council or the City's government. City Council members cannot individually enforce City ordinances, resolutions or policies, and should refer any enforcement activities to appropriate City staff. Per Minn. Stat. 412.191, the Mayor is a full acting member of the City Council, but also acts as the presiding officer of Council meetings, represents the City ceremoniously, and executes official documents.
- b. **Incompatible Office.** Pursuant to Minn. Stat. 412.02, subd. 1a and as it may be amended, neither the Mayor nor any City Council member may be employed by the city. For purposes of this subdivision, "employed" refers to full-time permanent employment.
- c. **Conduct at Meetings.** To be effective, City Council members must come to meetings with an open mind, prepared to think strategically about City issues, and willing to delegate details of implementations to City staff. Members shall not use cell phones, laptops, or any

telecommunication device to communicate with others regarding any matters of City business during public meetings, and such devices shall be silenced. Council members may not encourage or participate in behavior or communications in a manner that may erode order and decorum at a meeting. Council members will not act in an insulting, bullying, belittling, patronizing or judging manner; and violence or the threat of violence will not be tolerated at any time.

- d. **Open Meeting Law.** Public deliberations and processes shall be conducted openly and in a transparent manner, subject to Minnesota's Open Meeting Law (Minn. Stat. Chapter 13D). City Council members may not violate the Open Meeting Law and/or make decisions outside of a public meeting.
- e. **Conflict of Interest.** A conflict of interest is when any member who has a "financial interest" in or who may receive a benefit as a result of any action, or if there is potential for the appearance of a conflict of interest. Members who have a potential conflict of interest, or for the appearance of a conflict of interest, shall disclose the conflict of interest to the Council and abstain from the Council's discussion, debate, and vote upon a matter under review.

Contractual Conflict of Interest (Minn. Stat. 471.87, Exceptions in Minn. Stats. 123B.195 and 471.88) – A public officer who is authorized to take part in any manner in making any sale, lease, or contact while in their official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contact, or personally benefit financially therefrom.

Non-Contractual Conflict of Interest – Non-contractual matters may include such things as Council decisions on zoning, local improvements, and the issuance of licenses. Although not generally prohibited by state law, an interested Council member most likely should abstain from participating in the Council discussion and from voting on these issues.

- f. **Gifts / Donations.** Council members shall not use their public position for personal gain, or to solicit personal gifts or favors. Under Minn. Stat. 471.895, Council members may not receive gifts from any "interested person" in conjunction with their City Council duties. A "gift" is defined as money, real or personal property, a service, loan, a forbearance or forgiveness of debt, or a promise of future employment, that is given and received without the giver receiving something of equal or greater value in return. An "interested person" means a person, a representative of a person, or an association that has a direct financial interest in a decision that a City official is authorized to make. Council members are to remain mindful that virtually every resident or person doing business in the City could have a direct financial interest in a decision. Except as specifically permitted pursuant to Minn. Stat. 471.895, Council members may not accept or receive any gift of substance in any form and under any circumstance.

Gifts may be made to the City of Long Lake as a municipal government, but all such gifts must be accepted by resolution of the City Council adopted at a public meeting.

- g. **Disclosure of Information.** Council members may not disclose to the public any information that was gained through their position if the information was not classified as public data or was discussed at a closed session of the City Council; nor may any Council member disclose information received, discussed, or decided in conference or consult with the City's legal counsel that is protected by the attorney-client privilege unless a majority of the City Council has

authorized the disclosure.

- h. **Working With the Community.** The City Council's overarching principles for working with the community are to:
- Never grant any special consideration, treatment, privilege, or advantage;
 - Respect the sensitivity of personal information;
 - Be available to all parties on an equal basis and not advocate for a certain point of view;
 - Keep the common good as the highest purpose to focus on achieving constructive solutions for the public benefit;
 - At Council meetings, honor the Council's rules regarding public comment or testimony, clearly communicate the rules, and listen to what the public has to say;
 - Be cautious not to prejudge or decide on an issue before the Council has had a chance to deliberate as a body; and to
 - Maintain awareness of the role of an individual Council member versus the City Council when participating in community meetings or events.
- i. **Intergovernmental Relations.** City Council members shall represent positions approved by the Council to the best of their ability when working with legislative bodies, federal or state agencies, the school board, Hennepin County, or other local governmental unit. If an individual member's opinion differs from the City's position, or differs from a matter agreed upon by the full Council, members shall explicitly state that they do not represent their City Council or the City of Long Lake, nor will they allow the inference that they do.
- j. **Fair Treatment for Employees.** Council members shall not cause City employees to suffer recriminations, abuse, or humiliation for acting in a forthright, proper, honest and candid manner in performing their duties. Council members shall treat employees with respect and not attempt to dictate the manner in which employees perform their duties.
- k. **City Logo.** City Council members shall not use the City's name or any City logo for personal or private benefit, or for the purpose of endorsing any particular business or political candidate. Members may not modify any City logo in any way.
- l. **Use of Public Property.** No Council member (or any other public official) shall request or permit the use of City-owned vehicles, equipment, materials or property for personal convenience or profit, except when such items are available to the public generally or are provided by the City for the Council member's use while in the conduct of City business.

III. **Compliance and Enforcement**

This Code of Conduct Policy expresses standards of ethical conduct expected by and for members of the Long Lake City Council. Members themselves have the primary responsibility to assure the public that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of their local government. Council members agree to hold themselves and each other accountable, and when there is a suspected violation of either the law or this Policy, any Council member may file a written complaint with the City Administrator alleging a violation has occurred. The complaint must contain supporting facts for the allegation. Upon receipt of a written complaint, the City Administrator shall engage the City's legal counsel to review the complaint and

offer and advisory opinion. The City Council may hold a hearing within 30 days after a written complaint has been received by the City Administrator or upon the Council's own volition. The person accused must have the opportunity to be heard at any such hearing. If, after a hearing, the City Council finds that a violation of law or standard has occurred or does exist, the Council may censure the member, refer the matter for criminal prosecution, request the City Council member not to participate in a decision, or other action as deemed appropriate in consultation with the City's legal counsel.

IV. Policy Subject to Change

This Policy is created at the discretion of the City Council and is subject to change or termination at any time by majority vote of the Long Lake City Council.